College of Menominee Nation

Policy Title: <u>Transfer Student Policy</u>
Policy Status: <u>New</u>
Posted: 1st Hearing: <u>June, 2012</u>   **Final Hearing:** <u>October, 2012</u>
Approval Body: <u>Policy Committee</u>
Date Effective: <u>Immediately</u>   **Next Review Date:** <u>3 years from the final hearing date</u>
Author: <u>Stephanie Erdmann, Dean Letters and Science</u>
Contact: <u>Stephanie Erdmann</u>

Revision Date: <u>02/28/2013</u>

Purpose: The Transfer Student Policy will provide the guidelines needed to accept students who wish to transfer into College of Menominee Nation (CMN).

Supporting Research and Analysis:
Developing one policy on transfer students is necessary to stay consistent with best practices, benchmark against other colleges in the region, and meet the needs of the future students, who are our stakeholders.

Scope: This policy will apply to students transferring from two-year schools, transferring as a graduate with an Associate degree, transferring from four-year schools, and transferring with a completed Bachelor's degree. Also, the eligibility of being considered a transfer-student will be stated.

Policy Statement:
OLD: All transfer students must complete a minimum of 40 semester hours from CMN or a minimum of 33% of coursework, whichever is greater, in order to earn a CMN baccalaureate degree. All students must complete 45 hours of upper-level coursework (300 and 400 level courses) to fulfill bachelor's degree requirements.

Program Eligibility
OLD: Prospective students seeking admittance into certain programs are first required to complete the standard admission procedure and be accepted into CMN. A list of the standard admission documents required to complete are found in the CMN Academic Catalog. Some programs may have other program-specific admission processes. For further information, students seeking admission into some of these programs will need to contact the Admissions Office for more details.

Placement Testing
Transfer students seeking a CMN degree may be exempt from placement testing if one or more of the following has been completed:
- Completed College Algebra and/or English 101 with a "C" or better from an accredited institution; or
- Obtained an Associate or baccalaureate degree, or
- Completed the Accuplacer Placement Test at another accredited higher education institution within one year of completing admissions application to CMN.

Procedures Title: Transfer Student Procedure
Policy Status: New
Posted: 1st Hearing: June, 2012   **Final Hearing:** October, 2012
Approval Body: Policy Committee
Date Effective: Immediately   **Next Review Date:** 3 years from the final hearing date
Author: Stephanie Erdmann, Dean Letters and Science
Contact: Stephanie Erdmann
Title of Parent Policy: Transfer Student Policy

Title of Supporting Procedures: Polices being created to support this policy are an Admissions Policy and Credit Evaluation Policy.

Definitions:

> **Transcript:** Official record of a student's academic work showing dates attended, courses taken, grades earned, and credits received – typically provided by a college's registrar.
>
> **Transfer Credit:** College credit earned at one college or university and applied and accepted for credit at a different school. Process works both for college students who decide to transfer from one college to another as well as for students who wish to take summer classes at a different school.
>
> **Transfer Student:** Applicants who have attended other post-secondary institutions are considered for admission as transfer students.
>
> **Transcript Evaluation:** Students who wish to transfer credit from other schools must have an official copy of their transcripts sent to the Office of Admissions and Records. Once the transcript has been received, the student should schedule an appointment with their academic advisor for a transcript evaluation. All students seeking financial aid must schedule a transcript evaluation if they have attended any other post-secondary institution.

Transfer student procedures:
Students who wish to transfer to College of Menominee Nation (CMN) from another accredited college must meet eligibility requirement and must submit official academic transcripts from all other colleges attended. All transfer students must follow the CMN admissions policy to be admitted to CMN. The following steps provide guidance on how transfer students are admitted into CMN.

STEP 1: Student completes application and admissions packet

STEP 2: Admissions works with faculty to complete a transcript evaluation of the student's previous coursework based on the following criteria and expanded upon in the Credit Evaluation policy:
- Only transfer credits from institutions accredited by the following organizations will be accepted:

Middle States Association of Colleges and Schools
Northwest Commission on Colleges and Universities
North Central Association of Colleges and Schools
New England Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

- Courses are similar to courses offered at CMN and the student has earned a grade of "C" or better.
- Program specific coursework will be considered on an individual basis.
- The CMN credit unit is the semester hour, which is equivalent to 1.5 quarter hours. All work completed at other colleges will be converted to semester hours when evaluating transferable credits.
- At this time, CMN does not accept high school Advance Placement credit courses as college credit.
- Grades earned at other colleges are not included in the CMN GPA.
- CMN will only review foreign transcripts that have been processed by an International Credit Evaluation service such as the Educational Credit Evaluators (ECE).

STEP 3: Upon completion of the credit evaluation, the General Admissions office will inform students of how their credits will transfer into CMN.

STEP 4: General Admissions will inform students to meet with Financial Aid and their Program Advisor.