ANOKTA TECHNICAL COLLEGE TRANSFER POLICIES

Policy

Only those courses that are applicable to a student's certificate, diploma or degree will be considered for transfer. Anoka Technical College will accept in transfer courses that it determines to be comparable or equivalent to specific courses it offers. College-level courses accepted in transfer that are determined to be not comparable or equivalent to specific courses taught by Anoka Technical College shall be accepted as electives.

Technical College Credits

Transfer of technical credits will be considered for courses that have been completed within five years prior to application for admission to Anoka Technical College. Students with technical courses which were completed more than five years prior to application may be able to use the prior learning assessment process to demonstrate course content mastery and receive credit.

Transfer of MnTC and Other Courses

Anoka Technical College will accept a Minnesota Transfer Curriculum course, goal area, or the entire curriculum as determined and documented by the sending Minnesota State College and University (MnSCU) institution. Anoka Technical College will also accept the entire Minnesota Transfer Curriculum as determined and documented by the University of Minnesota. However, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis.

Anoka Technical College will accept courses from other institutions with grades of D or higher. While grades of D will be accepted by the college, they may not be accepted by individual departments due to varying departmental policies regarding acceptable grades for graduation.

CREDIT FOR PRIOR LEARNING (CPL)

Credit for prior learning is a process in which students get academic credit for learning they have gained through on-the-job experiences, attendance at workshops or conferences, volunteer activities, business ownership, self-study. It is important to remember that recognition of prior learning is not based on experience, but on what has been learned from that experience.

The cost per credit is $75. Anoka Technical College adheres to MnSCU policies and procedures on credit for prior learning. Interested students should contact the Office of Records and Registration, (763) 576-7740 or visit the College website here.

Anoka Technical College may accept the following as credit for prior learning:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- Prior Learning Assessment

- Credit by Examination
- Articulated College Credit (Tech Prep)
- Military Education Experience

Credit by Examination

(Administered by Anoka Technical College faculty)
A student may test-out of certain parts of the curriculum (with faculty approval). Test-outs will be constructed by the instructor and reflect the content of the course identified in the course syllabus. A minimum cut-off score will be used to determine pass or fail by each department. A test-out must be completed within the drop/add period at the beginning of the term. The cost per credit is $75.

College Level Exam Program (CLEP)

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas. A student may earn college credits by achieving a specified level of performance on a CLEP examination. Anoka Technical College shall grant credit for CLEP examinations according to MnSCU Board of Trustees Policies and Procedure which are located at www.mnscu.edu.

Advanced Placement (AP) Exams

The Advanced Placement (AP) Program provides high school students the opportunity to participate in classes that are more rigorous and more in-depth than other high school offerings. The College Board evaluates and recommends credit for each score of three or more on the five point Advanced Placement exams. A maximum of 18 Minnesota Transfer Curriculum general education credits by means of the AP program may be applied toward an Associate of Applied Science degree or diploma.

Articulated College Credit (Formerly Tech Prep)

Students who have obtained a valid Tech Prep Certificate for one or more courses from their high school should present the certificate(s) to the Office of Records and Registration at the time of registration. The student will receive transfer credits for these courses and the course(s) will be designated on the student's transcript as a transfer. The certificates are valid for three years from the date of issue.

Military Education and Experience

Anoka Tech is a Service Members Opportunity College (SOC) and will consider academic credit for military education and experience gained while on active duty. An official copy of the student's SMART or AARTS transcript is required for evaluation and should be submitted to the Office of Records and Registration.

TRANSFERRING CREDITS FROM OTHER COLLEGES

Students wishing to transfer credits from another institution other than Minnesota State Colleges & Universities (MnSCU) must provide an official copy of the transcript from the other institution of the Office of Records and Registration, along with a course outline and a description of the course. Transcripts from MnSCU institutions can be automatically pulled from e-Transcripts once the student has been accepted. The designated transfer specialist will evaluate the college-level courses completed to determine if they will be accepted in transfer. The evaluation will be completed according

to MnSCU Board of Trustees Policies and Procedures and will involve at least the following three considerations:

- Educational quality of the learning experience which the student transfers,
- Comparability of the nature, content, and level of the learning experience offered by the receiving college, and
- Appropriateness and applicability of the learning experience to the programs offered by the receiving higher education entity in light of the student's educational goals.

Anoka Technical College shall accept courses in transfer that it determines to be comparable or equivalent to specific courses it offers. College-level courses accepted in transfer that are determined to be not comparable or not equivalent to specific courses taught by Anoka Technical College shall be accepted as electives.

If students wish to substitute a course that is not part of their program plan, whether the course is from Anoka Technical College or another institution, a COURSE SUBSTITUTION PETITION must be completed. The petition can also be used to add an additional course that is not part of their program plan. The completed form must be submitted to the Office of Records and Registration via email, fax or mail. Once faculty had reviewed and approved the course(s), Records and Registration will have up to 10-15 days to record this change in the students' record. The original petition will be in the student record in the Office of Record and Registration.