



# Century College Policy

## 3.12.0.0 Transfer Credit Appeal and Academic Petition

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### 3.12.0.0 Transfer Credit Appeal and Academic Petition

#### **Purpose:**

The Transfer Credit Appeal and Academic Petition policy regulates the submittal of transfer credit appeals and academic petitions. Specifically, a Transfer Credit Appeal enables students to request a review of the original outcome of their transfer credit and an Academic Petition enables students to request an exception to college policy or procedure or degree/program requirement when extenuating circumstances have occurred. Submittal of either of these requests requires students to first consult with an academic advisor or counselor to:

- 1) Carefully and thoroughly vet the circumstances of the request (e.g., consult Transfer Student Services and DARS staff, refer to academic record information in ImageNow, consider any previous appeals or petitions);
- 2) Determine whether the request is appropriate/allowable and which course of action would be the most applicable (appeal or petition);
- 3) Consider what is in the best interest of the student (e.g., long term plans such as transferring out, pursuing more than one program at Century) along with upholding the integrity of the award of a Century certificate, diploma, and degree;
- 4) Write a specific and detailed description of the request;
- 5) Provide thorough clarification and rationale for the intent and purpose for the request or an exception, including identifying extenuating circumstances, if related; and
- 6) Provide relevant supporting documentation (e.g., course syllabus, evidence of circumstances beyond student's control).

Documentation required for Transfer Credit Appeal and Academic Petition requests will include students' current Century transcript and Degree Audit Report (DARS) along with relevant supporting information. The DARS must include or reflect the course(s) accepted as transfer credit if related to the request (e.g., WES/ECE, military). Consideration and processing of these requests will depend on complete and accurate information submitted with the request. Incomplete and/or inaccurate information may result in an automatic denial or return of the request. Transfer Credit Appeals will be submitted to Transfer Student Services; Academic Petitions will be submitted to Academic Affairs. Student should allow approximately 2-3 weeks for processing. Students will be notified via email or phone regarding the outcome of their request. Approved requests will be reflected in a student's DARS accordingly.

Details related to the Transfer Credit Appeal and Academic Petition policy, procedures and forms will be described and accessible on Century's website.

## **Transfer Credit Appeal**

### **Policy**

Students unsatisfied with the initial outcome of their transfer credit evaluation may request a re-assessment or re-examination of their transferred course(s). Students complete Century's Transfer Course Evaluation Appeal Level 1 form and attach their current Century transcript and DARS along with supporting information such as a course outline or syllabus, course description information from Transferology, and as necessary, education credentials of the faculty/instructor for the course for the year and term the course was completed.

If the student is unsatisfied with the outcome of the Transfer Course Evaluation Appeal Level 1, the student may submit an Academic Petition to appeal the decision, Transfer Credit Appeal Level 2. If the student is still not satisfied with the college transfer credit decision, the student may submit a request to the Minnesota State Colleges and Universities (MnSCU) System Senior Vice Chancellor of Academic and Student Affairs (MnSCU and Century Procedure 3.21.1) for a system-level appeal of the college transfer appeal decision (Level 3). A student must appeal a transfer decision at the College level prior to appeal at the System level. The system-level appeal request shall include a copy of the college transfer appeal decisions (Levels 1 and 2) with supporting rationale, transcript and other documentation.

The MnSCU system-level appeal shall be reviewed by the System Office transfer staff. The review shall be based on course descriptions, outlines, objectives, learning outcomes, and/or other relevant information. The transfer staff shall submit a recommendation to the Senior Vice Chancellor for Academic and Student Affairs.

The Senior Vice Chancellor for Academic and Student Affairs shall make a final determination regarding the disposition of the appeal. The decision of the Senior Vice Chancellor shall be binding on all System, College and University parties.

### **Procedure**

Appropriate Transfer Credit Appeals include:

- Consider course equivalency
- Satisfy or fulfill Minnesota Transfer Curriculum (MnTC) goal area(s)

Inappropriate Transfer Credit Appeals include:

- Allow alteration of transferred credit total (e.g., quarter to semester credits, three (3) semester credit course to transfer as four (4) credits)
- Consider non-college level or developmental course to satisfy college-level course requirement
- Satisfy or fulfill MnTC goal area(s) with career/occupational/technical course(s)

## Academic Petition

### Policy

Students may request an exception to Century policy or procedure when extenuating circumstances have occurred. Students may also request an exception for a degree/program requirement when the student would be better served by allowing substitutions or waivers. Students complete Century's Academic Petition form with an academic advisor or counselor and attach their Century transcript and DARS along with supporting information such as a course outline or syllabus, course description, information from Transferology, or evidence of earned certification/training (e.g., CPR). If an instructor and/or program advisor has information that supports the request they shall provide such information to include with the request. Submit one petition for each request; if the request applies to more than one certificate or degree submit one petition with rationale for each.

### Procedure

Appropriate Academic Petitions include:

- Satisfy or fulfill MnTC goal area (s)
- Transfer Credit Appeal Level 2
- Course substitution: uses a course taken at Century or another institution in place of a required course for a certificate or degree. In order for a course substitution to occur, the student must have taken a course at Century or transferred credit from another institution in to Century.
- Waive degree requirement: exempts the student from having to complete a particular course for a certificate or degree; students may request a degree requirement waiver if they feel that courses taken at another institution or if life/work experience has provided them with sufficient knowledge of the course content. If a degree requirement waiver is granted, the student must still make up the credits for that degree requirement by completing appropriate coursework.
- Allow waiver of 5-year life policy for career/occupational/technical course(s)
- Satisfy electives requirement
- Thorough clarification and rationale for the request, identifying extenuating circumstances, if related, and/or relevant supporting documentation (e.g., course syllabus, evidence of circumstances beyond student's control)

Inappropriate Academic Petitions include:

- Consider course equivalency (use Transfer Course Evaluation Appeal Level 1)
- Satisfy or fulfill MnTC goal area(s) with career/occupational/technical course(s)
- Satisfy or fulfill MnTC goal area (s) different from how satisfied or fulfilled at the originating institution
- Waive MnTC for earned Associate of Arts and/or Bachelor's degree (complete request through DARS Office)
- Waive prerequisite and/or assessment placement testing requirement (follow Transfer Student admission procedures)
- Manipulate GPA calculations for graduation ( refer to Academic Renewal policy)
- Request Academic Renewal (use Academic Renewal form and follow specified parameters)
- Credit by Exam (use Credit by Exam form and follow specified process)
- Waive degree residency requirement

- Consider WES/ECE transfer credit course equivalency (request transfer credit evaluation through DARS Office)
- Submit duplicate request for previously denied request
- Petitions will be received in Academic Affairs
- Inappropriate petitions submitted for consideration or review, as outlined above, will be:
  1. Returned to the respective academic advisor or counselor, and/or
  2. Rejected or denied
- Submitted petitions will be distributed to appropriate Department Chairs or Program Directors who will be responsible for dispensing to the respective program faculty and subsequent Dean for review and approval decision.
- The responsibility of vetting and/or considering petition decisions remains at all levels of decision makers for approval (i.e., faculty, respective Dean, Vice President of Academic Affairs).
- Petitions pertaining to the following curricular requirements will be reviewed and decision results determined by decision makers accordingly:
  1. General education/MnTC credit amount count approved by Vice President of Academic Affairs
  2. Career/occupational approved by related program faculty and respective Dean
  3. Program requirement related to general education/MnTC:
    - a) course substitution/exchange approved by the respective discipline
    - b) other requests approved by related program faculty, respective Dean and Vice President of Academic Affairs
- Petition decision results will be indicated as follows:
  1. Approved petitions will be considered approved **only if** approved by **all** decision makers.
  2. Denied petitions will include a statement or explanation for the denial.
- Upon a final decision made for Academic Petitions, approved requests will be reflected in the student's DARS accordingly.
- Final approved and/or denied petitions and any related supporting documentation will be retained electronically through the DARS Unit.

**References:**

Minnesota State Colleges and Universities Board Policies and Procedures: 3.21, 3.21.1, 3.37, 3.37.1

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