



Transfer Policy & Transfer of Credit Appeal Process

Transfer Policy:

The Registrar will identify those institutions from which credit can be transferred. If questions arise with regard to transfer of specific courses, the Director of Enrollment/Registrar will confer with the appropriate departmental faculty. The following will apply.

- 1) Credit for course work taken at other institutions will be transferred subject to the following considerations:
 - i) Must be an regionally accredited institution
 - ii) the comparability of the course work with LLTC course work; and
 - iii) the appropriateness of the course work for meeting degree requirements at LLTC.
- 2) LLTC will accept up to 34 credits, "D" grade or better.
- 3) Developmental and/or remedial credits (typically numbered less than 100/1000) **will not** transfer
- 4) Transfer credits become applicable to a Leech Lake Tribal College degree program or certificate program only after the student has been admitted as a degree-seeking student or admitted to the certificate program.
- 5) 100 level courses cannot substitute for 200 level courses, however, 200 level courses can substitute 100 level courses
- 6) Credits taken 10 years and over are evaluated by the department chairs.

Transfer of Credit Appeal Process:

We want to maximize your transfer credits to the best of our ability; however, some courses may need further evaluation. It's an easy process, just be prepared to plan ahead if further evaluation is needed.

- 1) Contact the Registrar to start the appeal process
- 2) Send course description(s) and/or syllabi (email or fax) to the Director of Enrollment/Registrar
- 3) The Registrar will forward the course description(s) and/or syllabi to the department for evaluation
- 4) Typically this evaluation could take up to two weeks
- 5) Once evaluation, the Registrar will contact you to discuss how the course will or will not transfer

All questions regarding the transfer of credit appeal process can be directed to the Director of Enrollment/ Registrar, 218-335-4222

Leech Lake Tribal College uses the Minnesota Transfer Curriculum as the package of lower division general education requirements in compliance with MNSCU Policy 3.37 and Procedure 3.37.1 – Minnesota Transfer Curriculum.