



Hennepin Technical College™

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**Chapter 3: Educational Policies**  
**Block Transfer Credit for**  
**General Education**  
**Requirements Procedure**

**Procedure**  
**3HTC.21.1**  
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Adoption: 12/17/2021  
Revised:  
Last Reviewed AASC: 12/08/2021  
President Approved: 12/17/2021  
Next Review Date: 12/14/2026  
Authority: [MinnState Board Procedure 3.21.1](#)  
Custodian of Policy: Vice President of Academic Affairs

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**PROCEDURE**

Students must apply to Hennepin Technical College (HTC) and meet all requirements for registration, declare a major and complete the remaining steps in the enrollment process.

Students must request an official transcript if attended a non-Minnesota State institution. The official transcript must show the conferred degree and date. International transcripts must be received through NACES member organization (National Association of Credential Evaluation Services) and must include a course by course evaluation report. HTC will retrieve the official Minnesota State transcript electronically, free of charge after the student applies to the college providing the student has met obligations to the previous school.

Non-Minnesota State transcript should be sent directly from the transfer institution to HTC electronically to [transfer@hennepintech.edu](mailto:transfer@hennepintech.edu) or by mail to the following address:

Hennepin Technical College  
Attn: Transfer Center  
13100 College View Drive  
Eden Prairie, MN 55347

The Transfer Specialist will send an email to the student to the email address on file once their degree audit reflects block transfer credit. Block transfer credit only applies to general education courses, the student must complete the technical courses required for their program. Block transfer credit is when the totality of a student's prior coursework satisfies general education requirements at HTC. Individual course matches are not required. Technical course requirements are not included in block transfer credit and will be reviewed on a case-by-case basis.

**Exceptions Clause**

Some programs require specific general education courses to be completed for programmatic accreditation. Required program courses will be evaluated for transfer course by course.