



Minnesota State Colleges and Universities
Board Policies
Chapter 3 – Educational Policies

3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum

Part 1. Purpose

To establish consistent practices among all colleges and universities for evaluating, transferring, accepting and applying undergraduate courses to programs, and for transfer of the Minnesota Transfer Curriculum, its courses, and completed goal areas. This policy should be read in conjunction with Board Policy 3.39 Transfer Rights and Responsibilities.

Part 2. Definition

For purposes of this policy only, the following words and terms are defined as follows.

Comparable or equivalent course

A course that meets a standard of comparability of 75% or more similarity in learning outcomes and content using the course outlines, or for a course from outside of MnSCU, a course outline, syllabus, or comparable course description document.

Course outline

A document approved by the college or university curriculum committee that communicates information about a college or university course.

Credit

A unit of measurement assigned to a college or university course offering or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time. For purposes of this policy, this definition will also apply to credits from sources other than colleges and universities.

Degree audit reporting system

A database that serves as the official repository of course relationships for transfer decisions such as equivalencies, goal transfer, or electives, and produces a report reflecting a student's progress toward completion of an academic program.

Minnesota Transfer Curriculum (MnTC)

Curriculum consisting of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Non-system colleges or universities

Colleges and universities that are not Minnesota State Colleges and Universities.

Receiving college or university

The college or university to which courses or credits are transferred.

Sending college or university

The college or university from which courses or credits are transferred.

Transfer

The evaluation of course(s) and credit(s) awarded by a college, university, or other education provider and the application of them toward an academic program and/or degree requirements at a college or university.

Transfer appeal

A written request submitted by a student for review of decisions regarding how courses or credits were or were not accepted for transfer to meet program/major requirements or electives.

Transfer information system

A web resource that provides course equivalency and course relationship information, and identifies how courses transfer to specific programs at Minnesota State Colleges and Universities.

Part 3. College and University Transfer Policies.

Each college or university shall implement a policy to address the transfer of courses and credit in compliance with the requirements of this policy and system procedures.

Part 4. Course Equivalencies

The faculty at receiving colleges and universities determine course equivalencies. Upon request by the sending faculty, the receiving college or university faculty shall provide a rationale to explain why a course is not deemed equivalent. Faculty at both sending and receiving colleges and universities shall collaborate to align courses to optimize the possibilities to establish equivalencies.

Part 5. Ongoing Evaluation of Courses.

All colleges and universities shall evaluate other Minnesota State Colleges and University courses for specific transfer eligibility and record the determination into the degree audit reporting on an ongoing basis.

Part 6. Transfer of Undergraduate Courses and Credits

Once a student has been admitted to a college or university, each college or university shall evaluate college-level courses and credits earned, as submitted on an official transcript, to determine if any or all of them must be accepted in transfer.

Subpart A. Transfer of courses that are comparable or equivalent.

A receiving college or university shall accept courses in transfer that it determines to be comparable or equivalent to specific courses it offers, and shall enter them into the degree audit reporting system.

Subpart B. Transfer of courses that are not comparable or equivalent

College-level courses accepted in transfer by a college or university that are determined not to be comparable or equivalent to specific courses taught at the receiving college or university must be designated as electives and entered into the degree audit reporting system.

Subpart C. Courses accepted in transfer

When the courses or credits are accepted in transfer, each college or university shall determine how the courses or credits apply to program and graduation requirements. A course offered by a college or university that is listed as the equivalent of a course at the receiving college or university must be accepted in transfer as the listed course by the receiving college or university with no additional documentation required from the student.

Subpart D. Transfer Pathway Associate Degrees

Universities shall accept and apply Minnesota State Colleges & Universities transfer pathway associate degrees toward the designated baccalaureate degrees they offer.

Subpart E. Documents used for the evaluation of courses

Course outlines are the official system documents used for evaluation of courses. Other related documents may be used to supplement the course outline. For non-MnSCU courses, syllabi or other comparable documents may be used for evaluation of courses.

Subpart F. Official repository of course relationships

The system degree audit and reporting system and successor databases is the official repository of course relationships between both system and non-system colleges and universities including, but not limited to national exams and military credit offered by that college or university.

Part 7. Minnesota Transfer Curriculum (MnTC)

Subpart A. Implementation

Each college and university shall implement the Minnesota Transfer Curriculum as appropriate for its academic certificates, diplomas, and degrees consistent with criteria in board policy and system procedure.

Subpart B. Acceptance of Minnesota Transfer Curriculum

Each receiving college and university shall accept a Minnesota Transfer Curriculum course, goal area, or the entire completed curriculum as determined and documented by the sending college or university transcript and/or MnTC Audit.

Each receiving college and university shall accept the entire completed Minnesota Transfer Curriculum as determined and documented by the completion of liberal education requirements at the University of Minnesota.

Part 8. Transfer Appeals

Each college or university shall establish a policy titled "Transfer Appeal" for students to appeal course and credit transfer decisions. When providing students with a transfer evaluation, colleges

and universities shall also provide information about a student's right to appeal, the appeal process, including next steps to continue the appeal, and links to the system and college or university appeal policies. This information must also be made available on each college and university website, course catalog and transfer-related publications. Each college and university shall retain records of all transfer appeals.

Part 9. Disseminating Information-

Each college and university shall communicate current transfer-related information through a dedicated transfer webpage. Each college or university homepage must prominently display a link entitled "Transfer" to the dedicated transfer webpage.

Date of Adoption: 04/29/98

Date of Implementation: 08/01/07

Date of Last Review: 06/22/16

Date and Subject of Amendments:

6/22/16 - Renamed policy to include Minnesota Transfer Curriculum. The sequence of parts and subparts were reorganized and editorial and formatting changes were made throughout. The list of definitions in Part 2 was expanded. Part 4, Course Outlines was deleted, New Part 4, Course Equivalencies was added. New Part 5, Ongoing Evaluation of Courses was added. Amended Part 6, Transfer of Undergraduate courses and Credits, and added new Subparts C, D, E and F. New Part 7 incorporates language from repealed Policy 3.37 Minnesota Transfer Curriculum.

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

5/19/10 - Added a new Part 4 Outlines and Part 5 Official Repository of Course Equivalents. Amended Part 7 to require credit transfer and course equivalencies available on the Website. Amended Part 8 to require that information about the transfer appeal process to students when they receive their transfer evaluations and requires that information be made available on the Website, course catalog and other publications.

6/20/07 - moves transfer of credit related to the Minnesota Transfer Curriculum to Policy 3.37, expands existing language to address course credit transfer from any higher education institution, limits the policy to transfer of formal credit courses, moves academic program requirements and transfer to Policy 3.36, and moves process and procedural items to the chancellor's procedure

03/17/04 - added Subpart 4C to describe the transfer of the Associate in Fine Arts degree.

Repealed carry forward policies CC III.01.10, Transfer Standards; CC III.01.11, Transfer of Technical Credits; SU Policy 4.5, Policy Regarding Transfer of Lower Division Credit from Two-Year Colleges; and T.C. 2.3.2.0, Credit Transfer