

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: April 20, 2010

Agenda Item: Proposed Amendment to Board Policy 3.21 Undergraduate Course Credit Transfer (First Reading)

Proposed
Policy Change

Approvals
Required by
Policy

Other
Approvals

Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda:

Amendments to Board Policy require approval of the Board.

Scheduled Presenter(s):

Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs
Mike López, Associate Vice Chancellor for Student Affairs

Outline of Key Points/Policy Issues:

The proposed amendment makes several improvements that will improve transfer for students, including a requirement that course outlines be posted on college and university websites, a requirement that colleges and universities maintain course equivalencies on the u.select database, and requirements for providing information to students about appealing transfer decisions and providing links to transfer information websites.

Background Information:

The audit of the system office conducted by the Legislative Auditor noted a number of problems with credit transfer that were cited by students. The proposed amendments to the transfer policy address these problems.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

First Reading

BOARD ACTION

Proposed Amendment to Board Policy 3.21 Undergraduate Course Credit Transfer

The Office of the Chancellor is submitting a proposed amendment to Policy 3.21 Undergraduate Course Credit Transfer.

BACKGROUND

The initial impetus for the amendment came from the Students First project in order to assure that students have access to accurate information about transfer course equivalencies. Subsequent revisions were based on the findings cited in the audit of the system office conducted by the Legislative Auditor.

CONSULTATION

Consultation has occurred as follows:

- Reviewed at joint meetings of the Students First Single Application and Single Registration workgroups- 1/12/10 and 1/29/10
- Reviewed by the Academic and Student Affairs Policy Council- 3/19/10
- Mailed out for review and comment- 3/22/10
- Reviewed at IFO meet and confer 3/26/10
- Planned for Review at MSCF meet and confer- 5/6/10
- Reviewed at MSUAASF meet and confer- 4/9/10
- Reviewed at Leadership Council- 4/5/10

RECOMMENDED COMMITTEE ACTION

The Academic and Student Affairs Committee recommends that the Board of Trustees adopt the following motion:

RECOMMENDED MOTION

The Board of Trustees approves the proposed amendment to Policy 3.21 Undergraduate Course Credit Transfer.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

First Reading

BOARD POLICY	3.21
Chapter 3. Educational Policies	
Section 21. Undergraduate Course Credit Transfer	

1 **3.21 Undergraduate Course Credit Transfer**
2

3 **Part 1. Purpose.** The purpose of this policy is to establish consistent practices for accepting
4 credit for undergraduate college-level courses transferred into a system college or university,
5 except for courses that apply to the Minnesota Transfer Curriculum as per Policy 3.37 Minnesota
6 Transfer Curriculum.
7

8 **Part 2. Definition.** For purposes of this policy the following definition applies:
9

10 **Comparable or equivalent course.** A comparable or equivalent course is one that is
11 similar in nature, content and level of expected student performance on course outcomes
12 to a course offered by the receiving institution.
13

14 **Part 3. Transfer of Undergraduate Credits.** Once a student has been admitted to a system
15 college or university, each college or university shall evaluate college-level course credits
16 completed, as submitted by the student on an official transcript, to determine if they shall be
17 accepted in transfer. Once the credits are accepted in transfer, each college or university shall
18 determine how the course credits will apply to program and graduation requirements
19 Transfer of credit from one college or university to another shall involve at least three
20 considerations:
21

- 22 1. Educational quality of the learning experience which the student transfers,
23 2. Comparability of the nature, content and level of the learning experience offered by the
24 receiving college or university, and
25 3. Appropriateness and applicability of the learning experience to the programs offered by
26 the receiving higher education entity in light of the student's educational goals.
27

28 **Subpart A. Transfer of courses that are comparable or equivalent.** A receiving system
29 college or university shall accept courses in transfer that it determines to be comparable or
30 equivalent to specific courses it offers.
31

32 **Subpart B. Transfer of courses that are not comparable or not equivalent.** College-
33 level courses accepted in transfer by a system college or university that are determined to be
34 not comparable or not equivalent to specific courses taught at the receiving college or
35 university shall be accepted as electives.

36 **Part 4. Course Outlines.** In order to facilitate the evaluation of courses for transfer credit as
37 described in Part 3 of this policy, each system college and university shall post course outlines,
38 as defined in Board Policy 3.22, for all courses on its institutional website. The links for current
39 course outlines shall be submitted to the Office of the Chancellor for publication on the
40 MinnesotaTransfer.org Web site.

41
42 **Part 5. Official Repository of Course Equivalents.** The Degree Audit and Reporting System
43 (DARS) and u.select database (and successor databases) housed within the Office of the
44 Chancellor shall be the official repository of course equivalencies between system colleges and
45 universities. Each system college and university shall be responsible for ensuring the accuracy
46 and completeness of course equivalencies listed for courses offered by that college or university.
47 A course offered by a system college or university that is listed as the equivalent of a course at
48 the receiving system college or university shall be accepted in transfer as that course by the
49 receiving system college or university with no additional documentation required from the
50 student.

51
52 **Part-46. System College or University Transfer Policy.** Each system college or university
53 shall implement a policy to address transfer of course credit consistent with the requirements of
54 this policy and Procedure 3.21.1 Undergraduate Course Credit Transfer.

55
56 **Part 5 7. Disseminating Information.** Each system college or university shall publish its
57 transfer policy and shall make information about credit transfer and course equivalencies,
58 including links to MinnesotaTransfer.org and u.select, readily available on its website.

59
60 **Part-6 8. Student Appeals.** Each system college or university shall establish a policy for student
61 petition and appeal of credit transfer decisions. The Chancellor shall establish a procedure for
62 system-level appeal of system college or university credit transfer decisions. When providing
63 students with a transfer evaluation, colleges and universities shall also provide information about
64 a student's right to appeal, the appeal process, and links to the system and college or university
65 appeal policies. This information shall also be made available on each college and university
66 website, course catalog and transfer-related publications.

Date of Implementation: 08/01/07

Date of Adoption: 04/29/98

Date and Subject of Revision:

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