

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

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: May 18, 2010

Agenda Item: Proposed Amendment to Board Policy 3.21 Undergraduate Course Credit Transfer
(Second 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**

Second 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- 3/21/10
- 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**

Second Reading

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

3.21 Undergraduate Course Credit Transfer

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

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

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

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

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

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

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

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

6
7 **Part 5. Official Repository of Course Equivalents.** The Degree Audit and Reporting System
8 (DARS) and u.select database (and successor databases) housed within the Office of the
9 Chancellor shall be the official repository of course equivalencies between system colleges and
10 universities. Each system college and university shall be responsible for ensuring the accuracy
11 and completeness of course equivalencies listed for courses offered by that college or university.
12 A course offered by a system college or university that is listed as the equivalent of a course at
13 the receiving system college or university shall be accepted in transfer as that course by the
14 receiving system college or university with no additional documentation required from the
15 student.

16
17 **Part-46. System College or University Transfer Policy.** Each system college or university
18 shall implement a policy to address transfer of course credit consistent with the requirements of
19 this policy and Procedure 3.21.1 Undergraduate Course Credit Transfer.

20
21 **Part 5 7. Disseminating Information.** Each system college or university shall publish its
22 transfer policy and shall make information about credit transfer and course equivalencies,
23 including links to MinnesotaTransfer.org and u.select, readily available on its website.

24
25 **Part-6 8. Student Appeals.** Each system college or university shall establish a policy for student
26 petition and appeal of credit transfer decisions. The Chancellor shall establish a procedure for
27 system-level appeal of system college or university credit transfer decisions. When providing
28 students with a transfer evaluation, colleges and universities shall also provide information about
29 a student's right to appeal, the appeal process, and links to the system and college or university
30 appeal policies. This information shall also be made available on each college and university
31 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

POLICY CONTENT FORMAT

Single underlining represents proposed new language

Strikeouts represent existing language proposed to be eliminated.