

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

**Agenda Item Summary Sheet**

**Committee:** Academic and Student Affairs

**Date of Meeting:** March 21, 2012

**Agenda Item:** Proposed New Board Policy 3.39 Transfer Rights and Responsibilities

Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring

Information

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

New policies require Board action

**Scheduled Presenter(s):**

Mike López, Associate Vice Chancellor for Student Affairs

**Outline of Key Points/Policy Issues:**

The proposed new policy contributes to the system office effort to promote transfer literacy among students by articulating steps students need to take to facilitate course credit transfer and also establishes reasonable expectations for colleges and universities in responding to the needs of students who plan to transfer.

**Background Information:**

A policy statement on student transfer rights and responsibilities is cited in the literature as being a “promising practice” in promoting effective credit transfer. The initial policy draft was developed by a team of student association representatives and system office staff and reviewed by the Academic and Student Affairs Policy Council.

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

**BOARD ACTION ITEM**

**PROPOSED NEW POLICY 3.39 TRANSFER RIGHTS AND RESPONSIBILITIES**

**BACKGROUND**

The establishment of a transfer student bill of rights to specify the treatment transfer students may expect during their transition is cited in the transfer literature as being a “promising practice” to further effective transfer of credit. The proposed policy balances the concept of student rights by articulating the expectation that students who plan to transfer also have the responsibility to take certain actions to facilitate their academic progress in transferring. The policy also states expectations for college and university actions to facilitate student transfer of credit.

**RECOMMENDED COMMITTEE ACTION**

This is a first reading, no action is required.

**RECOMMENDED MOTION**

n/a

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

**BOARD ACTION ITEM**

**PROPOSED BOARD POLICY 3.39  
TRANSFER RIGHTS AND RESPONSIBILITIES**

1 **Policy 3.39 Transfer Rights and Responsibilities**

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3 **Part 1. Purpose.** To provide an understanding of rights and responsibilities as they relate  
4 to transfer of credit.

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6 **Part 2. Definitions.**

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8 **Subpart A. Articulation agreement.** An articulation agreement is a formal  
9 agreement between two or more educational entities to accept credits in transfer  
10 toward a specific academic program.

11 **Subpart B. Course outlines.** Course outlines contain elements of the courses,  
12 including the subject, course number, course title, course description, credits,  
13 lecture hours, lab hours, prerequisites, co-requisites, Minnesota Transfer  
14 Curriculum goals, learning outcomes, and revision histories.

15 **Subpart C. Degree Audit Reporting System (DARS).** The Degree Audit Reporting  
16 System is an electronic system that provides for an evaluation of a student's  
17 academic record indicating completion toward the student's academic program  
18 requirements.

19 **Subpart D. Minnesota Transfer Curriculum (MnTC).** The Minnesota Transfer  
20 Curriculum comprises general education reflecting competencies adopted by the  
21 public higher education systems in Minnesota.

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25 **Part 3. Student Transfer Rights and Responsibilities**

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27 **Subpart A. Student transfer rights.** Students who transfer have the right to:

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29 1. Receive comparable treatment with respect to course and program  
30 requirements, whether they are transfer students or direct entry students at a  
31 system institution;  
32 2. Receive clear, accurate, and current information about transfer admission  
33 requirements and deadlines, degree requirements, transfer policies and  
34 procedures, articulation agreements, course equivalencies, and the Minnesota  
35 Transfer Curriculum;

- 1           3. Access course outlines, consistent with the requirements of Board Policy 3.21;
- 2           4. Receive a degree audit report showing how courses transferred, and to receive
- 3           clarification about transfer evaluations when they have questions;
- 4           5. Appeal transfer decisions at both the college or university and system levels, as
- 5           provided in System Procedure 3.21.1;
- 6           6. Have completed courses that fulfill Minnesota Transfer Curriculum goal areas at
- 7           the sending institution accepted as counting toward the same goal areas at the
- 8           receiving institution.
- 9           7. Receive acknowledgement of fulfilled Minnesota Transfer Curriculum goal
- 10           areas as designated by the sending college or university.

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12           **Subpart B. Student transfer responsibilities.** Students who transfer have the  
13           responsibility to:

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15           1. Plan their courses of study as early as possible by referring to online advising
- 16           tools and published requirements of all system college and university programs
- 17           in which they intend to enroll.
- 18           2. Take advantage of transfer-related orientation, workshops or other training
- 19           opportunities offered by the system college or university in which they are
- 20           enrolled and to which they plan to transfer.
- 21           3. Seek guidance from appropriate institutional advisors at both the sending and
- 22           receiving institutions throughout their academic careers, especially when
- 23           academic plans change, in order to understand how the change may impact the
- 24           transfer of their courses, and to ensure that the change is made to their
- 25           enrollment information;
- 26           4. Provide their college or university with all materials required for admission,
- 27           including official transcripts from all previously attended non-system colleges
- 28           and universities. Students must notify their college or university of courses
- 29           taken at other schools after transfer or about any changes to transcripts;
- 30           5. When planning to follow the requirements of an articulation agreement, seek
- 31           guidance from appropriate institutional advisors at their current institution and
- 32           notify the system college or university to which they plan to transfer.

#### 33 34           **Part 4. System College and University Rights and Responsibilities**

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36           **Subpart A. System college and university rights.** System colleges and universities  
37           have the right to:

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39           1. Ensure standards of quality for educational programs offered;
- 40           2. Determine course equivalencies and admission, program, major, and graduation
- 41           requirements in accordance with their missions.
- 42           3. Consider the accreditation of the sending institution and program in making
- 43           course transfer decisions.

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45           **Subpart B. System college and university responsibilities.** System colleges and  
46           universities have the responsibility to:

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1. Provide students access to advising about transfer processes and requirements, and provide appropriate support to advisors.
  2. Publish their policies and procedures, requirements, and course offerings, including articulation agreements and course equivalencies, and communicate these to students and the public.
  3. Make electronic course equivalency and degree completion tools available to students, and inform students on how to use these tools to plan for transfer.
  4. Publish current transfer information and periodically update and archive prior transfer information, including catalogs, articulation agreements, and program guides.
  5. Continuously improve student access to information about transfer and to improve transfer processes.
  6. Provide written confirmation to students about their admission and transfer-related decisions, including the result of appeals, in a timely manner.
  7. Provide information necessary for the system office to monitor and evaluate the effectiveness of existing transfer processes.

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*Date of Implementation:*

*Date of Adoption:*

*Date and Subject of Revision:*

**POLICY CONTENT FORMAT:**

*Single underlining represents proposed new language.*

*Strikeouts represent existing language proposed to be eliminated*