

MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
TRANSFER AGREEMENT
BETWEEN

Alexandria Technical and Community College
AND
Bemidji State University

*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities.

This Agreement is entered into between Alexandria Technical and Community College 1601 Jefferson Street, Alexandria, MN 56308 (hereinafter sending institution), and Bemidji State University 1500 Birchmont Drive NE, Bemidji, MN 56601-2699 (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota.

The sending institution has established a **Carpentry Diploma** (hereinafter sending program), and the receiving institution has established a **Project Management BS (Construction and Facility Management Emphasis)** (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

Admission and Graduation Requirements

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the graduation requirements at both institutions.
- C. Students must complete the entire sending program and meet the receiving institution's admission requirements for the agreement to apply, including grade requirements for courses and an overall GPA requirement.

Transfer of Credits

- A. The receiving institution will accept 72 credits from the sending program. A total of 81 credits remain to complete the receiving program.
- B. Courses will transfer as described in the attached Program Transfer Table. For system institutions, once the courses are encoded, they will transfer as described in the "Transferology" audit.

Implementation and Review

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Transfer Agreement is effective on 10/16/2023 and shall remain in effect until 10/15/2028 or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice.
- C. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
- D. This Transfer Agreement will be reviewed by both parties beginning 4/15/2028 (within six months of the end date).
- E. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

PROGRAM TRANSFER TABLE

Check if the sending program ___ or receiving program ___ is new.

	College (sending)	University (receiving)
Institution	Alexandria Technical and Community College	Bemidji State University
Program name	Carpentry	Project Management (Construction and Facility Management Emphasis)
Award Type (e.g., AS)	Diploma	B.S.
Credit Length	72	120
CIP code (6-digit)	46.0201	52.0211
Describe program admission requirements (if any)		

Instructions

- List all required courses in both academic programs.
- MnTC goal areas transfer to the receiving institution according to the goal areas designated by the sending institution.
- Do not indicate a goal area for general education courses that are not part of the MnTC.
- For restricted or unrestricted electives, list number of credits.
- Credits applied: the receiving institution course credit amount may be more or less than the sending institution credit amount. Enter the number of credits that the receiving institution will apply toward degree completion.
- Show equivalent university-college courses on the same row to ensure accurate DARS encoding.
- Equiv/Sub/Wav column: If a course is to be encoded as equivalent, enter Equiv. If a course is to be accepted by the university as a "substitution" only for the purposes of this agreement, enter Sub. If a course requirement is waived by the receiving institution, enter Wav. If a course is to be accepted by the university as a MnTC goal area, restricted elective or unrestricted elective, leave the cell blank.

(To add rows, place cursor outside of the end of a row and press enter.)

SECTION A - Minnesota Transfer Curriculum-General Education

College (sending)			University (receiving)			
course prefix, number and name	Goal(s) 1	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
MnTC/General Education Total		0				

Special Notes, if any: Remaining MnTC requirements may be completed at the college or university.

¹ MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

SECTION B - Major, Emphasis, Restricted and Unrestricted Electives or Other

(pre-requisite courses, required core courses, required courses in an emphasis, or electives (restricted or general) within the major). Restricted electives (in Major) fulfill a specific requirement within a major. Example A: "Chose two of the following three courses;" Example B: A Biology degree may require 40 science credits (20 credits of required courses + 20 credits of listed related courses, such as botany, genetics, sociobiology, etc. which students can select).

Major, Emphasis, Restricted, Unrestricted Electives or Other Courses				
CARP 1510 Framing & Construction I	3			
CARP1533 Foundations & Concrete	3			
CARP1621 Shop I	3			
CARP1622 Shop II	3			
CARP1631 Tool Safety & First Aid	3			
CARP1641 Architectural Drafting	3			
CARP1538 Framing & Construction II	3			
CARP1623 Shop III	3			
CARP1624 Shop IV	3			
CARP1647 Cabinet Making	3			
ITEC1430 Introduction to Computer	3			
MATH1453 Technical Math	3			
CARP2520 Blueprint Reading	3			
CARP2540 Computerized Management	3			
CARP2620 Computerized Architectural Drafting	3			
CARP2625 Shop V	3			
CARP2626 Shop VI	3			
CARP2635 Estimating	3			
CARP2612 Computerized Estimating	2			
CARP2541 Construction Safety/MN Construction Law	2			
CARP2627 Shop VII	2			
CARP2628 Shop VIII	3			
CARP2704 Internship	4			
COMM1440 Communicating for Results	2			
GEN ED General Education Elective (see note)	3			
Major, Emphasis, Unrestricted Electives Total	72			
		Block Transfer of Credits		
		BUAD 2220 Legal Environment		
		TADT 1460 2D Graphics and Laser Etching TADT		
		2211 Introduction to Cost Management		
		TADT 2877 Engineering Problem Solving	33	Equiv
		TADT 1210 Intro to Manufacturing Processes I		
		TADT 1220 Intro to Manufacturing Processes II		
		TADT 2250 Built Environment		
		TADT 2252 Construction Materials and Methods		
		TADT 3250 Print Reading & Project Documentation		
		TADT 3260 Project Bidding & Estimating		
		TADT 3970 Internship		
		TADT 4970 Internship		
		and		
		General elective Credits	39	
		Total College Credits Applied (sum of sections A and B)	72	

SECTION C - Remaining University (receiving) Requirements

	course prefix, number and name	Credits
	**Credits to complete MNTC and graduation requirements	42
	TADT Common Core	
	* TADT 3111 Project Management Methodology	3
	TADT 3267 Economic and Cost Analysis	3
	TADT 4385 Sustainability and Emerging Technologies	3
	TADT 4873 Emphasis Related Capstone	3
	TADT 4878 Quality Assurance	3
	PROJECT MANAGEMENT CORE COURSES	
	TADT 1109 Computer Application for Project Managers	3
	TADT 3112 Leadership in a Team Environment	3
	TADT 3885 Technical Sales, Service and Training	3
	TADT 4875 Facilities Management	3
	TADT 4893 Applied Project Management	3
	Construction and Facility Management Emphasis	
	BUAD 3677 Principles of Real Estate	3
	TADT 3887 Safety and Risk Management	3
	TADT 4259 Construction Management	3
	Total Remaining University Credits²	81

Special Notes, if any: * Students participating in this agreement are substituting TADT 3111 Project Management Methodology in place of TADT 1111 Introduction to Project Management. ** Some of the credits needed to complete the MNTC and graduation requirements may need to be upper division credits to meet the university's 40 upper division credit requirement.

SECTION D - Summary of Total Program Credits			
College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	0		
Major, Emphasis, Unrestricted Electives or Other	72		
Total College Credits	72	Total College Credits Applied	72
		Remaining credit to be taken at the university (receiving institution)	81
		Total Program Credits	153
Special Notes, if any:			

² At least 40 of the required credits for the baccalaureate degree shall be at the upper-division level. If a lower division course is shown as equivalent to an upper division course, check with the university to determine if it will count toward the 40 required credits of upper division.

College Chief Academic Officer	Name	Signature	Date
Vice President of Academic & Student Affairs	Mr. Scott Berger		
Title			
University Chief Academic Officer	Name	Signature	Date
Provost	Dr. Allen Bedford		
Title			
DARS Encoder	Beverly Hodgson		
Transfer Credit Evaluator	Anna Riedel		
Date when equivalencies were verified/encoded in DARS by the receiving Minnesota State institution.			