MINNESOTA STATE COLLEGES AND UNIVERSITIES* TRANSFER AGREEMENT BETWEEN

Any Minnesota State College AND Metropolitan 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 **Any Two-Year Minnesota State College** (hereinafter sending institution), and **Metropolitan State University** (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 **Associate of Fine Arts (AFA) programs** (hereinafter sending programs), and the receiving institution has established an **Individualized Studies BA or BAS** (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 up to 72 credits from the sending program to apply to the 120 credit Individualized Studies BA. At least 48 credits remain to complete the BA degree. A total of 40 upper division 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 07/01/2023 and shall remain in effect until 07/01/2028 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 01/01/2028 (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	Any Two-Year Minnesota State College	Metropolitan State University				
Program name	Any Associate of Applied Science program	Individualized Studies				
Award Type (e.g., AS)	AFA	BA or BAS				
Credit Length	Up to 72	120				
CIP code (6-digit)		30.9999				
Describe program admission requirements (if any)		At least at 2.0 grade point average				

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)	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
As required by program (minimum)		24+	Equivalent Goal Areas		24+	
MnTC/General Education Total 24+		24+				

Special Notes, if any: System procedure 3.36.1, AFA programs vary by discipline to include 24, 30, or 40 MnTC credits. The minimum (24+) is shown in the table.

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				
Technical or other program credits	Up to 48*	Degree Plan	Up to 48	
Restricted elective credits - list courses (if none enter 0)				
Unrestricted elective credits (if none enter 0)		College's unrestricted elective credits accepted in		
,		transfer (if none enter 0)		
Major, Emphasis, Unrestricted Electives	Up to 48*	Total College Credits Applied	Up to 48	
Total	υρ το 1 6**	(sum of sections A and B)	υρ το 4 6	

Special Notes, if any:

*If fewer than 57 credits are transferred, the difference between the transferred credits and 57 will be added to the "University upper-division credits" in Section C.

SECTION C - Remaining University (receiving) Requirements				
	course prefix, number and name	Credits		
	Credits need to complete the MNTC*	Up to 16		
	Liberal Studies (upper-division)	4		
	PRSP 301 Educational Philosophy and Planning	4		
	PRSP 499 Capstone	4		
	University upper-division credits not counted elsewhere	20**		
	University unrestricted elective credits not counted elsewhere (if none enter 0)			
	Total Remaining University Credits ²	48***		

Special Notes, if any:

- * "Credits needed to complete MnTC "will depend on the number of MnTC/general education credits and goal areas addressed in the sending program. If fewer than 10 credits are needed, the remaining credits (to total 48) will be included in the "University upper-division credits."
- ** The number of "University upper-division credits not counted elsewhere" will vary depending on the actual number of transfer credits; the specific coursework will be determined in Prsp301 Educational Philosophy and Planning.
- *** Most of the 48 "Total Remaining University Credits," including the credits needed to complete MnTC, must be upper division since 40 upper-division credits must be completed at Metropolitan State University

SECTION D - Summary of Total Program Credits			
College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	24+		
Major, Emphasis, Unrestricted Electives or Other	Up to 48		

Total College Credits Up to 72	Total College Credits Applied	Up to 72		
	Remaining credit to be taken at the university	48		
	(receiving institution)	40		
	Total Program Credits	120		
Special Notes, if any: See notes above				

 $^{^2}$ 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	Name	Signature	Date	
Chief Academic Officer				
Title				
University	Name	Signature	Date	
Chief Academic Officer	Amy Gort			
Dean, College of Individualized Studies Title	Charles Tedder			
DARS Encoder				
Date when equivalencies were verified/encoded in DARS by the receiving Minnesota State institution.				