



### Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum

#### Part 1. Purpose

To establish consistent, equitable practices for the transfer of college-level courses, credits, associate degrees, and the Minnesota Transfer Curriculum courses and goal areas.

#### Part 2. Definitions

##### Accredited college or university

###### Nationally accredited college or university

A college or university that is accredited by a national accrediting body recognized by the Council for Higher Education Accreditation.

###### Regionally accredited college or university

A college or university that is accredited by a regional accrediting body recognized by the Council for Higher Education Accreditation.

##### Broad field degree programs

An associate of science degree program that transfers to all Minnesota State universities offering a related baccalaureate program through a statewide transfer agreement.

##### Course outline

The document approved by the college or university curriculum committee that communicates information about a college or university course. See System Procedure 3.22.1, Part 2, Subp. C for course outline content.

##### Credit

A unit of measurement assigned to a college or university course offering or alternative learning experience.

##### Credit for prior learning

Academic credit awarded for demonstrated college- and university-level learning gained through learning experiences outside college or university credit-bearing courses and assessed by academically sound and rigorous methods and processes.

- a) Credit for prior learning (CPL) - external assessments  
See Board Policy 3.35 Credit for Prior Learning for definition.



b) Credit for prior learning (CPL) - internal college/university assessments  
See Board Policy 3.35 Credit for Prior Learning for definition.

c) Military courses  
See Board Policy 3.35 Credit for Prior Learning for definition.

d) Military occupations  
See Board Policy 3.35 Credit for Prior Learning for definition.

### **Degree audit reporting system**

A database that:

- serves as the official repository of course relationships, and
- produces a report reflecting a student's progress toward completion of an academic program and/or Minnesota Transfer Curriculum including MnTC courses, goal areas, and/or the entire MnTC.

### **Designated baccalaureate degrees**

Baccalaureate degree programs identified by a university that will accept completed transfer pathway associate degrees.

### **Developmental-level course**

A course designed to prepare students for entry into college-level courses. Developmental-level course credits do not apply toward a certificate, diploma, or degree. Developmental-level courses are numbered under 100 or 1000 level. See Operating Instruction 3.36.1.1. Course Numbering Convention.

### **Electives**

Courses accepted in transfer that do not meet a course equivalency are electives applied to graduation credit requirements. Electives may or may not apply as a major or program elective.

### **Equivalent Course**

A course from a sending college or university that is at least 75% comparable in learning outcomes and content to a course at the receiving college or university.

### **Goal area**

Any of the subdivisions of the Minnesota Transfer Curriculum. See Operating Instructions 3.21.1.1 for goal area definitions and competencies.

### **Minnesota Transfer Curriculum (MnTC)**

Curriculum comprised of general education courses, goal area definitions, and competencies that transfer among Minnesota public colleges and universities.

**Minnesota Transfer Curriculum agreement**

The agreement first developed in 1994 by faculty representatives of Minnesota public colleges and universities outlining the conditions by which students transfer their completed general education courses and credits to meet lower division general or liberal education requirements at any public college or university in Minnesota.

**Modes of delivery**

The manner by which instruction is provided.

**Receiving college or university**

The college or university to which courses and/or credits are transferred.

**Sending college or university**

The college or university from which courses and/or credits are transferred.

**Transfer Evaluation System (TES) Evaluation Tracker Workflow®**

A software application that gives institutions a means to route course descriptions to faculty and staff for review by creating evaluation tasks.

**Transfer agreement**

A formal agreement between two or more educational entities identifying the courses and credits within a program that transfer to a specific academic program using the system transfer agreement template, , or equivalent evidence of course transfer encoded in the degree audit system. Formerly known as an articulation agreement.

**Transfer appeal**

A student's written request submitted to a college, university, or system-level transfer review process to appeal decisions regarding how courses or credits were or were not accepted for transfer to meet program/major requirements or electives.

**Transfer information system**

An online, publicly accessible resource that provides course equivalency and course relationship information, and identifies how courses transfer to specific programs at Minnesota State colleges and universities.

**Transfer pathway associate degree programs**

Associate of Arts (AA), Associate of Science (AS), and Associate of Fine Arts (AFA) degree programs that transfers in their entirety to designated baccalaureate degree programs at Minnesota State universities.

**Transfer review and appeal tool**

A tool in eServices that provides students the ability to request a review of how a student's transfer credits have been evaluated.

### **Part 3. College and University Transfer Policies and Procedures**

Each college and university shall implement transfer policies and procedures to address the transfer of courses consistent with Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum and this procedure. Colleges and universities shall post links to their transfer policies on their transfer web page.

### **Part 4. Transfer of Undergraduate Courses and Credits**

Once a student has been admitted to a college or university, each college or university shall evaluate developmental and college-level courses and/or credits earned, as submitted on an official transcript, to determine if any or all of them must be accepted in transfer.

When evaluating the transfer of courses and/or credit(s), colleges and universities shall consider, at a minimum, the accreditation of the sending institution, comparable curriculum offered at the receiving college or university, and whether the course applies to a program requirement at the receiving college or university.

Each receiving college and university shall determine how courses and/or credits transfer to academic programs and graduation requirements. The number of credits earned for a course at the sending college or university must be the number of credits accepted at the receiving college or university, taking into account conversion of quarter and semester credits. Individual student records of the disposition of all courses evaluated for transfer must be kept in the degree audit reporting system. The receiving college or university shall consider financial aid implications regarding how the credits are applied to the program. Note: Applying additional credits that do not count toward the student's program requirements could negatively impact the student's financial aid eligibility.

Modes of delivery cannot be a consideration in determining transfer of courses and course credit.

#### **Subpart A. Standard for determining course equivalency**

When evaluating a course for transfer, the receiving college or university standard for review must be 75 percent or more similarity in content as described in the course outline, or for a course from outside of Minnesota State, as described in a course outline or syllabus. For courses in a sequence (e.g., Anatomy 1, Anatomy 2, ...), students need sufficient preparation to succeed in the next course in the sequence and for such courses comparability may be higher than the 75 percent standard. When the 75 percent standard of learning outcomes is met, and the credits between the sending and receiving colleges and universities are within 1 credit, the courses must be deemed equivalent. The number of credits transferred must be the same as the number of credits earned at the sending college or university for that course, taking into account any conversion to semester credit.

Courses from nationally or regionally accredited colleges or universities must be evaluated according to college and university procedures. Transfer decisions cannot be made solely on

the source of accreditation of a sending program, college, or university. Courses must be evaluated for transfer using the Operating Instruction 3.21.1.2 Course Equivalency Operating Instruction.

Courses that are not equivalent must be accepted and entered into the degree audit reporting system as follows:

1. Courses that meet the MnTC must transfer according to Part 6, Subpart H.
2. Non-MnTC courses must be designated as meeting program requirements or designated as electives.
3. Upper level courses must not be excluded from applying to an associate degree based on the course level.

#### **Subpart B. Evaluation of system courses**

All colleges and universities shall evaluate other Minnesota State college and university courses and curriculum changes for specific transfer eligibility on an ongoing basis to ensure course transfer information is available to students before they take courses. Transfer determinations must be recorded in the degree audit reporting system and be made viewable in the transfer information system.

#### **Subpart C. Transferring occupational/professional/technical courses and credits**

Each Minnesota State college or university shall accept occupational/technical/professional courses in transfer. At a minimum, 16 occupational/technical/professional credits, if earned, must be accepted. More than 16 credits may be accepted and applied to the student's program if the receiving college or university determines they contribute to an educationally coherent program. The number of credits accepted and applied may only be reduced to meet college or university residency requirements or accreditation requirements. See System Procedure 3.36.1 Academic Programs for residency requirements.

#### **Subpart D. Transferring courses from a nationally accredited college or university**

Each college and university shall determine if courses granted by a nationally accredited college or university will be accepted in transfer. Colleges and universities shall assure that transfer decisions are not made solely on the source of accreditation of a sending program, college, or university, and that maximum consideration is provided for the transfer of courses.

Any course(s) from nationally accredited colleges and universities that may meet the criteria for the MnTC must be reviewed according to Part 6, Subpart H. A determination that a course from a nationally accredited college or university meets the MnTC criteria is not binding on other colleges or universities, and students should be so informed by the college or university. The discretion by a subsequent Minnesota State college or university not to accept a course from a nationally accredited college or university as part of the MnTC is an exception to Board Policy 3.21, Part 7, Subpart B.

**Subpart E. Transferring courses from a college or university outside the United States**

Each college and university shall determine if courses from a college or university outside the United States will be accepted in transfer. Any courses earned at colleges and universities outside the United States that may meet the MnTC must be reviewed according to the criteria in Part 6, Subpart H, 3. A determination that courses earned at colleges and universities outside the United States meet the MnTC criteria is not binding for any other college or university, and students should be so informed by the college or university. The discretion by a subsequent college or university not to accept a course from a college or university outside the United States as part of the MnTC is an exception to Board Policy 3.21, Part 7, Subpart B.

**Subpart F. Transferring courses according to transfer agreements and Transfer Pathways**

A college or university is required to accept transfer courses according to:

- System approved transfer agreements,
- Transfer Pathway agreements, and
- Equivalent evidence of course transfer encoded in the degree audit reporting system.

Equivalent courses, MnTC goal area(s), and other course relationships in transfer agreements must be encoded into the degree audit reporting system.

**Subpart G. Developmental-level courses**

All colleges and universities shall evaluate other Minnesota State college and university developmental-level courses and curriculum changes for specific transfer eligibility on an ongoing basis. Transfer determinations must be recorded in the degree audit reporting system and be made viewable in the transfer information system. A developmental-level course appearing on a student's transcript must be evaluated to determine a course-equivalency where applicable, to determine the student's readiness for college-level coursework at the receiving college or university, and to assist in the placement of students in the corresponding developmental-level or college-level course. Developmental courses are not college-level courses and cannot apply to certificate, diploma, or degree program completion requirements.

**Subpart H. Official repository of course relationships**

Course(s) from another college or university determined to be equivalent to receiving college or university course(s) must be entered in the degree audit reporting system for display in the transfer information system. Each college and university shall be responsible for ensuring the accuracy and completeness of course equivalencies, goal transfer, electives, and other transfer relationships listed for courses offered by that college or university. Courses that have previously been evaluated and entered in the degree audit reporting system must be accepted accordingly by the receiving college or university. Courses that are not equivalent must be entered in the degree audit reporting system according to Part 4, Subpart A. Each college and university shall ensure that students have the ability to determine how past, present, and future courses apply to academic programs.

### **Subpart I. Transfer credit limit**

The total number of credits a student can transfer cannot be limited by the residency requirement. The residency requirement must be consistent with System Procedure 3.36.1 Academic Programs and the college or university policy that establishes the minimum required number of credits taught by the faculty recommending the academic award.

### **Subpart J. Course and credit life**

Each college and university shall determine requirements for accepting a course or credit pertaining to the length of time that has passed since the course was completed or credit was earned. Courses or credits that apply to general education or the MnTC must be accepted in transfer regardless of the date earned, unless there is a conflict with specific program or accreditation requirements.

### **Subpart K. Credit for Prior Learning for courses outside the MnTC**

See Transfer of Credit Awarded for Credit for Prior Learning in System Procedures 3.35.1, 3.35.2, and 3.35.3 for relevant information.

## **Part 5. Transfer of Associate Degrees, Diplomas, and Certificates**

The type of associate degree, diploma, or certificate determines how it transfers.

### **Subpart A. Transfer of associate degrees**

1. Associate of arts (AA) degrees transfer into liberal arts baccalaureate degree programs. The associate of arts (AA) degrees meet all goal areas and total credits of the Minnesota Transfer Curriculum.
2. Associate of science (AS) degrees transfer into related baccalaureate degree programs. The associate of science (AS) degrees may require completion of additional Minnesota Transfer Curriculum courses at the university.
3. Associate of fine arts (AFA) degrees transfer into related fine arts baccalaureate degree programs. The associate of fine arts (AFA) degrees may require completion of additional Minnesota Transfer Curriculum courses at the university.
4. Associate of applied science (AAS) degrees are designed for entry into the workplace. Therefore, the transfer of associate of applied science (AAS) degrees may be limited.

### **Subpart B. Transfer of diplomas and certificates**

Diplomas and certificates are designed for entry into the workplace rather than transfer. They may transfer into related associate degree programs in the same field.

### **Subpart C. Transfer of the Minnesota Transfer Curriculum**

Completion of the Minnesota Transfer Curriculum will satisfy the lower-division general education requirements at any Minnesota public university. Universities will determine upper division general education requirements so that transfer students who have completed the entire MnTC will not be required to take additional general education courses similar to a direct-entry student in the same degree program.

When an Associate of Arts or Bachelor's Degree, earned from regionally accredited colleges and universities within the United States, is transferred to a Minnesota State college or university, the entire Minnesota Transfer Curriculum (MnTC) will be considered complete. Courses that meet program and/or accreditation requirements may still be required if not completed.

## **Part 6. Implementation and Transfer of Minnesota Transfer Curriculum Courses**

### **Subpart A. Implementation of the Minnesota Transfer Curriculum (MnTC)**

Each college and university shall implement the MnTC to support its academic programs. Each college and university shall number, title, and sequence the order of the ten goal areas in their MnTC as specified in the Minnesota Transfer Curriculum Agreement. The course and goal area requirements in the minimum 40-credit MnTC package approved at each college and university must be consistent with the MnTC audit sent to other colleges and universities with student transcripts.

Each college and university shall:

1. refer to and use the term “Minnesota Transfer Curriculum” to describe its general education requirements,
2. limit goal areas to the 10 MnTC goal areas,
3. not impose residency requirements for the completion of the MnTC, and
4. differentiate graduation requirements from the 10 goal areas.

### **Subpart B. Minnesota Transfer Curriculum course criteria**

Each college and university curriculum committee shall implement a process to determine whether a proposed new or revised course meets the MnTC criteria published on the Minnesota State transfer website. To ensure consistency of implementation of the MnTC across the colleges and universities of Minnesota State, curriculum committees shall assign MnTC goal area(s) using Operating Instruction 3.21.1.1.

Colleges and universities shall post their current MnTC with effective dates on their transfer webpages and provide links to at least 5 years of archived Minnesota Transfer Curricula. All goal areas must be identified for a course in each course description and course list. All course titles, specific course numbers, and credit values for all MnTC courses must be provided in all program requirements, program guides, and MnTC course lists.

Existing courses approved for the MnTC cannot be assigned new goal area(s) retroactively to previous academic terms except for a specific student who successfully appeals a transfer determination using the transfer appeal process.

When courses are offered collaboratively, the name of the host college or university and the MnTC goal area(s) of the course in which the student is enrolling must to be provided to the student at the time of enrollment.

**Subpart C. Academic programs**

Each college and university shall conform to requirements for inclusion of the MnTC in academic programs as specified in System Procedure 3.36.1 Academic Programs.

**Subpart D. Credit for Prior Learning (CPL) for MnTC**

When the sending college or university has determined that MnTC requirements are fulfilled with credit for prior learning as determined by assessment of competencies, the receiving college or university shall accept in transfer credits applied toward the MnTC according to Part 6, Subpart H. Equivalencies/relationships including, but not limited to, CPL external assessments, CPL internal college/university assessments, and military courses and occupations, must be entered in the official repository for course relationships. If the credit for prior learning is not equivalent but meets a MnTC goal area, the goal area(s) must be entered in the official repository for course relationships. Colleges and universities shall inform students that these equivalencies and relationships are available in the transfer information system.

**Subpart E. Grade requirements**

Receiving colleges and universities shall accept MnTC courses with grades A through D- or credit earned at the sending system or non-system college or university, regardless of the grading requirements of the receiving college or university or the cumulative grade point average (GPA) the student earned at the sending college or university. A 2.0 cumulative MnTC GPA is required for recognition of a student's completion of the entire MnTC with or without completing an associate degree. Information explaining the transfer of D grades for MnTC courses and the cumulative 2.0 MnTC GPA must be provided on each college and university transfer webpage and in the college and university MnTC and degree requirements.

Additional grade requirements for specific programs or graduation may be established by the receiving college or university.

**Subpart F. Minnesota Transfer Curriculum audit**

Each college and university shall provide a MnTC audit to accompany outgoing transcripts to all colleges and universities of Minnesota State and to the University of Minnesota. The MnTC audit must be based on the minimum 40-credit, 10 goal area MnTC model, regardless of the program(s) the student pursued or completed at the sending college or university. If a college or university does not offer the entire MnTC based on the minimum 40-credit, 10 goal area package, the sending college or university shall provide a MnTC audit that identifies all the completed MnTC goal areas and courses.

### **Subpart G. Minnesota Transfer Curriculum transcript notation**

Each college and university shall use the MnTC completion software to determine which students have completed the MnTC and post the notation of transfer curriculum completion on student academic transcripts.

At the end of every term, each college or university shall:

1. complete the entry of grades and certify all MnTC awards,
2. complete satisfactory academic progress processes, and
3. complete the automated MnTC transcript notation process.

### **Subpart H. Transfer determinations for the Minnesota Transfer Curriculum**

When all MnTC requirements are met at a sending or receiving college or university, the Minnesota Transfer Curriculum must be considered complete.

1. Transfer from a college or university
  - a. Transfer of the entire Minnesota Transfer Curriculum.  
When any sending college or university has determined that the entire MnTC has been completed by a student, the entire MnTC must be accepted as complete at every receiving college or university for that student. The receiving college or university shall ensure that the MnTC completion notation for that student is entered in the official repository for course relationships for display in the transfer information system.
  - b. Transfer of Minnesota Transfer Curriculum goal areas.  
When any sending college or university has determined that a MnTC goal area has been completed by a student, the goal area must be accepted as complete at every receiving college or university for that student. The receiving college or university shall ensure that the goal area(s) completion notation for that student is entered in the official repository for course relationships for display in the transfer information system.
  - c. Transfer of Minnesota Transfer Curriculum courses.  
When any sending college or university has determined that a course meets MnTC goal area(s) for a student, only the sending college or university goal area(s) must be accepted for the course at every college or university. The receiving college or university shall enter only the goal area(s) determined by the sending college or university in the official repository for course relationships for display in the transfer information system accordingly for that student.
2. Transfer from the University of Minnesota
  - a. Transfer of the entire Minnesota Transfer Curriculum. When the University of Minnesota has determined that the entire liberal education requirements have been completed, the entire MnTC for that student must be honored as complete at every receiving college or university. The receiving college or university shall ensure that the MnTC completion notation for that student is entered in the official repository for course relationships for display in the transfer information system.

- b. Transfer of Minnesota Transfer Curriculum courses. If a student has not completed the entire liberal education requirements at the University of Minnesota, the receiving college or university shall determine how each course meets Minnesota Transfer Curriculum requirements and enter the courses in the official repository for course relationships for display in the transfer information system accordingly for that student.

Once a college or university has determined that a University of Minnesota course meets goal area competencies for a student, the course must be accepted as meeting the same goal area(s) at every college or university for that student. The receiving college or university shall enter the goal area(s) in the official repository for course relationships for display in the transfer information system accordingly for that student.

3. Transfer from non-system regionally-accredited colleges and universities. Once a college or university has determined that a course from a non-system regionally-accredited college or university meets the goal area definition(s) and competencies for a student, the course must be accepted as meeting the same goal area(s) at every college or university for that student. The receiving college or university shall enter the goal area(s) in the official repository for course relationships for display in the transfer information system accordingly for that student.

Courses that do not meet the MnTC goal area description(s) or competencies must be accepted according to Part 4, Subpart A, 2 and 3.

### **Part 7. Course Equivalency Rationale**

If requested by the sending college or university, the faculty at receiving colleges and universities shall provide a rationale with a specific explanation for why a course is or is not equivalent within a timely manner.

A rationale from the sending college or university can be requested:

- A. by using Operating Instruction 3.21.1.2 Course Equivalency Rationale Request form, or
- B. by a student using the Transfer Review and Appeal application in eServices at the receiving college or university or the Transfer Review application in eServices where available.

When necessary, faculty and administrators at both the sending and receiving colleges and universities shall collaborate to resolve questions raised about the rationales.

### **Part 8. Reverse Transfer Review**

The system office ASA Division will regularly provide colleges and universities with lists of potential reverse transfer students. Colleges and universities shall review potential candidates on an ongoing and timely basis and confer, as appropriate, the associate of arts degree through reverse transfer of credits.

## **Part 9. Transfer Review and Appeals**

### **Subpart A. College or university-level transfer review and appeal**

Colleges and universities shall establish a transfer review and appeal process for transfer decisions. The term “Transfer Appeal” must be used to describe the appeal process for transfer decisions. The transfer appeal process must ensure timely communication of transfer decisions to the student.

Colleges and universities shall use the online forms in eServices for all transfer reviews and transfer appeals. Colleges and universities shall provide students with information on;

1. how to submit transfer reviews and appeals through the eServices website,
2. the transfer review process,
3. each step in the transfer review and appeal process,
4. timelines for each step,
5. staff/department(s) responsible for receipt and processing of transfer reviews and appeals,
6. a student’s right to appeal transfer decisions at the college or university level and the system level,
7. the links to the transfer appeal policies and/or procedures, at the college or university and system office, and
8. transfer decisions at each step in the transfer review and appeal process.

Each college or university shall provide a rationale for each transfer review and appeal decision and communicate it in a timely manner to the student.

Each college and university shall inform students in its catalog, transfer-related media, and on the college/university transfer webpage that a student who is not satisfied with the college or university transfer appeal decision may appeal the decision to the senior vice chancellor for academic and student affairs at the system level.

### **Subpart B. System-level appeal**

A student shall exhaust all steps in the transfer appeal process at the college or university prior to appealing at the system level. Students not satisfied with the college or university transfer appeal decision may submit a transfer appeal to the senior vice chancellor for academic and student affairs (or designee) using the system level transfer appeal form in eServices.

- Students may submit additional documentation such as transcripts, course syllabi, course outlines, course descriptions, etc.
- Upon receipt of the system-level transfer appeal, there must be a review by system office transfer staff. The review must be based on course descriptions, course outlines, learning outcomes, and/or other relevant information. The transfer staff shall submit a recommendation to the senior vice chancellor for academic and student affairs.

- The senior vice chancellor for academic and student affairs (or designee) shall make a final determination regarding disposition of the transfer appeal. The decision of the senior vice chancellor (or designee) is binding on all parties.

### **Part 10. Disseminating Information**

Each college and university shall publish information concerning transfer and the Minnesota Transfer Curriculum in its catalog, on its transfer website, and in transfer-related media. College and university homepages must have a transfer link prominently displayed that is directed to their general transfer information. Each college and university shall ensure that transfer and program information on their program webpages is accurate and consistent with information on the Minnesota State transfer website.

Colleges and universities must communicate and provide access to the following information.

- Descriptions of their programs and whether or not they are designed for transfer (See Part 5, Subpart A.)
- Descriptions of each type of associate degree offered and their transferability on the program and/or transfer page (See Part 5).
- The college's or university's Minnesota Transfer Curriculum courses, goal areas, titles, credit values, goal requirements, effective dates, and MnTC requirements (including cumulative MnTC GPA requirement, and transfer of grades of "D-" in MnTC courses) (See Part 6, Subpart E).
- College or university transfer policies, procedures
- Descriptive links to the Minnesota State transfer website and the transfer information system with guidance on their use
- Web links to the college or university transfer agreements and transfer pathway information located on the Minnesota State transfer website
- Receiving universities in the transfer agreements and transfer pathways listed on all sending college program information
- The transfer appeal process for transfer decisions at the college or university and system level.
- Information on how students can track the completion of the Minnesota Transfer Curriculum through the degree audit reporting system
- A web link to Board Policy 3.39 Transfer Rights and Responsibilities
- A web link to the Veterans Education Transfer System
- Information that encourages students to consult early and often with advisors at the current college or university, and with advisors at the college or university to which they intend to transfer, and whenever they change their majors
- Course outlines for all courses updated and accessible during every semester
- Information about reverse transfer and eligibility requirements

### **Part 11. Student Responsibility**

#### **Transcripts and supporting documentation**

Transfer between Minnesota State colleges and universities - Once a student applies to a

Minnesota State college or university, free electronic transcripts are available from any Minnesota State college or university the student has attended. Students should review these transcripts at the initial point of transfer for accuracy and availability.

Transfer from non-Minnesota State colleges and universities - The student is responsible for contacting non-Minnesota State colleges and universities to have transcripts and any other required supporting documentation such as course outlines/syllabi as required by the receiving college or university policies and procedures.

If additional courses are taken at a different (Minnesota State or non-Minnesota State) college or university after the initial transfer, the student should request an additional review of their transcripts at their home college or university.

### **Part 12. College and University Responsibility**

Colleges and universities are held accountable for the timely evaluation of transfer courses.

- Each college and university transfer policy and procedure must include a course evaluation process that ensures the timely evaluation of transfer courses.
- Upon receipt of the student transcript and admission of the student during spring or fall, course transfer decisions must be made within 30 calendar days and documented in the degree audit reporting system for Minnesota State courses.
- Upon receipt of the student transcript and admission of the student during the summer, colleges and universities will make their best efforts to make course evaluation decisions within 30 calendar days.
- If unable to complete the decision within the 30 calendar days, colleges and universities will follow the escalation steps and timelines.

For non-Minnesota State courses that require additional documentation for the evaluation students must be notified within 30 calendar days of receipt of the student transcript and admission of the student of the need for specific additional documentation. Upon receipt of the additional documentation the course must be evaluated and course transfer decisions must be made within 30 calendar days and documented in the degree audit reporting system.

The transfer course evaluation process must include:

- escalation steps and timelines,
- identification of the position(s) responsible at each step, and
- time limits for each step that ensure the evaluation is complete and documented in the degree audit reporting system within 30 calendar days.

All colleges and universities must use the Transfer Evaluation System (TES) Evaluation Tracker Workflow for courses that must be routed to faculty or staff for approval.

### **Part 13. Minnesota State Academic Affairs Unit Responsibility**

The system office associate vice chancellor for academic affairs or designee, shall monitor college and university transfer policies and procedures and course evaluation processes for compliance with board policy and system procedure.

All colleges and universities shall use the TES Evaluation Tracker Workflow for courses that need to be routed to faculty or staff for approval.

All colleges and universities shall use the Minnesota State Transfer Review and Appeal tool in eServices for student-initiated transfer review requests.

If the college or university has not implemented the TES Evaluation Tracker Workflow for courses that must be routed for approval or the transfer course evaluation process has not been completed within 30 calendar days of receipt of the student transcript and admission of the student, the associate vice chancellor for academic affairs or designee will notify the college or university senior academic officer.

Escalation steps and compliance timelines include, but are not limited to the following:

1. Use of the TES Evaluation Tracker Workflow for courses that need to be routed to faculty or staff for approval will be monitored and transfer course evaluation policies and processes will be audited by the Academic Affairs unit.
2. Once notified of noncompliance by the associate vice chancellor for academic affairs, or designee, the campus senior academic officer will have 10 business days to complete the transfer course evaluation, document the evaluation decision in uAchieve, and report the completion and documentation of the evaluation to the Academic Affairs unit.
3. If not completed within 10 business days, the associate vice chancellor for academic affairs or designee, will notify the president that the college or university is out of compliance with board policy and/or system procedure. Once notified, the president must ensure the transfer course evaluation is complete and documented in the degree audit reporting system.
4. Any subsequent noncompliance will be reported to the chancellor.

Monitoring reports documenting the use of the TES Evaluation Tracker Workflow, college and university policy/procedures (escalation steps and timelines), and timely transfer course evaluations must be submitted annually to the senior vice chancellor for academic and student affairs and published in the Minnesota State ASA Connect Transfer Accountability Dashboard.

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Date of Last Review: 05/16/22

Date and Subject of Amendments:

- 03/21/24 – Limited review - (1) added definitions for "Transfer Evaluation System (TES) Evaluation Tracker Workflow" and "Transfer review and appeal tool", (2) added language in Part 12 regarding college and university accountability for the timely evaluation of transfer courses, the 30 calendar daytime period, and the escalation steps and timelines, and (3) Added new Part 13. Minnesota State Academic Affairs Unit Responsibility identifying the system office responsibilities.
- 05/16/22 – Reviewed as part of the five year review cycle. In Part 1, added “equity” to the purpose statement. In Part 2 Definitions, added definitions for Broad field degree programs, Credit, and Electives. Deleted “comparable” from comparable and equivalent definition. Replaced Credit for Prior Learning definitions with road signs to Policy 3.35 Credit for Prior Learning and updated Goal area definition and added road sign to Operating Instruction 3.21.1.1 Minnesota Transfer Curriculum Instructions. Deleted definitions for Guidelines for review and design of the Minnesota Transfer Curriculum, Minnesota Transfer Curriculum audit, and Transfer pathway map for DARS encoding. Updated the remaining definitions. In Part 4, added “undergraduate” to the title and first paragraph on evaluating transcripts after a student has been admitted. In Subpart A, added language about courses at receiving and sending institutions that are within 1 credit of each other. Replaced DARS with degree audit reporting system throughout the procedure. Added language that the residency requirement cannot limit the number of courses transferred. In Part 6, replaced “passing grades (A-D)” with “passing grades A through D- or credit earned”. Added “or designee” to Part 9, Subpart B. In Part 11, the language was separated into two separate paragraphs, one for transfer between Minnesota States colleges and universities, and another for transfers involving non-Minnesota State institutions. Additional edits made from application of the new writing styles.
- 04/23/18 - Merged Procedure 3.37.1 Minnesota Transfer Curriculum into Procedure 3.21.1 and updated the information to include transfer of associate degrees, Credit for Prior Learning, transfer pathways, and clarity about transfer practices and new system processes.
- 1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.

No Additional HISTORY.