



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

#### Part 1. Purpose

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

#### Part 2. Definitions

##### **Comparable or equivalent course**

A course from a sending college or university that meets a specific program course requirement at the receiving college or university.

##### **Course outline**

The document approved by the college or university curriculum committee that communicates information about a college or university course.

##### **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.

##### **Credit for prior learning (CPL) - external assessments**

Assessment methods and processes at the colleges or universities of Minnesota State that could result in credit for prior learning achieved and assessed through a nationally recognized third-party assessment agency or organization, regionally or nationally accredited postsecondary institution, or noncredit instruction. Students demonstrate a level of proficiency that is recognized through curriculum, instruction, program or a standardized exam. CPL external assessment types may include, but are not limited to, AP, IB, CLEP, and other national standardized assessments, world languages seals and certificates, industry recognized credentials, licenses, and certifications, and noncredit instruction in programs such as registered apprenticeships, continuing education, and customized training.

##### **Credit for prior learning (CPL) - internal college/university assessments**

College or university assessment methods and processes used by Minnesota State faculty members to assess students' demonstrated learning and/or competence. Such assessments determine competence-to-credit comparability, course-equivalency or individualized subject status, and application to degree requirements or electives. CPL internal assessment types may include, but are not limited to, credit by exam, prior learning portfolio

assessment, individualized subject-area assessment, group or seminar assessment, and competency-based assessment.

**Degree audit reporting system (DARS)**

An electronic database tool that produces a report available to students reflecting his or her progress toward completion of an academic program.

**Designated baccalaureate degrees**

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

**Developmental-level course.**

A course numbered below 100 (or below 1000 in four digit numbering systems) designed to prepare students for entry into introductory college-level courses.

**Goal area**

Any of the 10 subdivisions of the Minnesota Transfer Curriculum: (1) Communication, (2) Critical Thinking, (3) Natural Sciences, (4) Mathematical and Logical Reasoning, (5) History, Social and Behavioral Sciences, (6) Humanities and Fine Arts, (7) Human Diversity, (8) Global Perspective, (9) Civic and Ethical Responsibility, and (10) People and the Environment. Each goal area has its own definition and list of competencies. A description of the goal area definitions and competencies can be found in Operating Instructions 3.21.1.1.

**Guidelines for review and design of the Minnesota Transfer Curriculum**

Guidelines to ensure campus curriculum committees consistently implement the Minnesota Transfer Curriculum. These guidelines are in Operating Instruction 3.21.1.1.

**Military courses**

A curriculum with measurable outcomes and learning assessments that service members are required to successfully complete based on their military occupation.

**Military occupations**

A service member's job(s) while in the military.

**Minnesota Transfer Curriculum (MnTC)**

Curriculum comprised of general education courses, goal area definitions, and competencies that transfer between Minnesota public colleges and universities. *See Part 6, Subpart B.*

**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. Excerpts of the Minnesota Transfer Curriculum Agreement can be found in Operating Instruction 3.21.1.1.

**Minnesota Transfer Curriculum audit**

A report of a student's progress toward or completion of MnTC courses, goal areas, and/or the entire MnTC produced by the degree audit reporting system (DARS).

**Modes of delivery**

The manner instruction is provided including the amount of synchronous (real-time) interaction between the instructor and students with traditional, face-to-face lecture courses on one end of the continuum, blended/hybrid courses in the middle, and fully online, asynchronous courses on the other end.

**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.

**Receiving college or university**

The college or university to which a student is transferring courses or credits.

**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.

**Sending college or university**

The college or university from which a student is transferring courses or credits.

**System Transfer Committee**

A committee comprised of faculty, administrators, staff representatives, students, and system office staff that reviews and makes recommendations on transfer-related matters.

**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 the transfer pathway map for DARS encoding, or equivalent evidence of course transfer encoded in DARS.

**Transfer appeal**

A documented request submitted by a student for review of transfer decisions regarding how courses or credits were or were not accepted for transfer to meet graduation, program/major requirements or electives.

**Transfer information system**

A web resource (as of revision date 04/23/18, Transferology®) that provides students with course equivalency and course relationship information, and identifies how courses transfer to specific programs and majors at colleges and universities.

**Transfer pathways associate degrees**

Associate of Arts (AA), Associate of Science (AS), and Associate of Fine Arts (AFA) degrees that transfer to designated baccalaureate degree programs at Minnesota State universities.

**Transfer pathway map for DARS encoding**

A chart that shows how the transfer pathway associate degree program transfers from a college to the designated baccalaureate degree program.

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

Each college and university shall implement transfer policies and procedures to address transfer of courses that are 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 Courses and Credits**

Each receiving college and university shall determine if transfer courses and credits apply to its 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. Applying additional credits that do not count toward the student's program requirements could negatively impact the student's financial aid eligibility.

When evaluating the transfer of courses 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.

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

**Subpart A. Standard for determining course comparability or equivalency**

When evaluating courses for transfer, the receiving college or university standard for review must be 75 percent or more similarity in content as described in the course outlines, or for a course from outside of the system, as described in a course outline or syllabus. For courses in a sequence, 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.

Courses from the sending college or university that are different up to and including one credit are equivalent when the 75 percent standard is met. 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 of quarter and 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 DARS as follows:

1. Courses that meet the MnTC must transfer according to Part 6, Subpart H, 1, 2, and 3.
2. Non-MnTC courses must be designated as electives or applied to program requirements.
3. Upper level courses cannot 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 transfer information is available to students before they take courses. Transfer determinations must be recorded in DARS and be made viewable in the transfer information system (as of revision date 04/23/18, Transferology®).

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

Each system college or university shall accept in transfer as electives up to 16 semester credits of occupational/technical/professional courses which are not comparable nor equivalent to specific courses taught at the receiving college or university. 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 be reduced to meet college or university residency requirements or accreditation requirements.

#### **Subpart D. Transferring courses granted by 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, 1, 2, and 3. 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 system 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 granted by a college or university outside the United States**

Each college and university shall determine if courses granted by 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, 1, 2, and 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 receiving college or university is required to accept courses defined within formal transfer agreements and Transfer Pathways that it has with a sending college or university. A college or university is only required to accept transfer courses according to approved transfer agreements and Transfer Pathways using the system transfer agreement template, or the transfer pathway map for DARS encoding, or equivalent evidence of course transfer encoded in DARS. Receiving colleges or universities that are a party to the transfer agreement or Transfer Pathway for specific programs must be identified in the sending college's program information, program web pages, and program guides for those specific programs to clearly inform students of specific transfer opportunities. Equivalent courses, MnTC goal area(s), and other course relationships in transfer agreements and transfer pathway maps 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 DARS 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 never granted college-level credit and they 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 DARS must be accepted accordingly by the receiving college or university. Courses that are not equivalent must be entered in DARS 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. Credit limit**

The residency requirement at a college or university cannot limit the total number of credits a student can transfer if 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**

Each college and university shall determine requirements for accepting credit for prior learning (CPL) that is not in the Minnesota Transfer Curriculum including, but not limited to, CPL external assessments, CPL internal college/university assessments, and military courses and military occupations. For CPL external assessments and for military courses and military occupations, course equivalencies and relationships, when applicable, must be entered in the official repository for course relationships. For CPL internal college/university assessments, credit award must be entered in the same manner as course credits that have been completed in the official repository for course relationships. Colleges and universities shall inform students that these equivalencies/relationships are available in the transfer information system. For Credit for Prior Learning that is in the Minnesota Transfer Curriculum, see Part 6, Subpart D.

## **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 are designed to meet all of the 10 goal

- areas and minimum total credits of the entire Minnesota Transfer Curriculum.
2. Associate of science (AS) degrees transfer into scientific, technological, and other professional 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 a related fine arts discipline baccalaureate degree program. 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 immediate entry into the workplace. Therefore, the transfer of associate of applied science (AAS) degrees is limited.

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

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

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

Completion of a college or university Minnesota Transfer Curriculum (or an associate of arts degree) will satisfy the lower-division general education requirements at any 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 any additional general education courses than a direct-entry student in the same degree program.

### **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. have no more than 10 goal areas, and
3. not impose residency requirements for the completion of the MnTC.



### **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 system transfer website. A curriculum committee shall assign a MnTC goal area (or areas) using the following criteria to ensure consistency of implementation of the MnTC across the system:

1. Operating Instruction 3.21.1.1 that compiles the checklist of evaluation criteria, guidelines for review and design of the Minnesota Transfer Curriculum, excerpts from the Minnesota Transfer Curriculum Agreement, and Minnesota Transfer Curriculum memoranda.
2. Analysis of similar or equivalent courses at other colleges and universities to promote goal area consistency. An analysis of common MnTC courses is available upon request to the system office transfer unit.

Colleges and universities shall post their current MnTC with effective dates on their transfer webpages and provide links to archived Minnesota Transfer Curricula for prior years beginning, minimally, with academic year 2009-2010. 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 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 passing grades (A – D) 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 for 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 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 the entire 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. When a course from a sending college or university is not assigned goal area(s), the receiving college or university may assign goal area(s) to the course when it meets MnTC criteria in Part 6, Subpart B.

**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**

When 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.

Faculty from the sending college or university can request a rationale in one of two ways:

1. Request a rationale from the receiving faculty using Operating Instruction 3.21.1.2 Course Equivalency Rationale Request form, or
2. Suggest to the student that he or she use the Transfer Review/Appeal application in eServices at the receiving college or university and ask the student to report back the outcome.

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 lists of potential reverse transfer students to each college and university. 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. where to submit transfer reviews and appeals on 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 system office and college or university transfer appeal policies and/or procedures, 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 publications, 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**

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 using the system level transfer appeal form in eServices. A student shall exhaust all steps in the transfer appeal process at the college or university prior to appealing at the system level.

- 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 shall make a final determination regarding disposition of the transfer appeal. The decision of the senior vice chancellor is binding on all college and university 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 publications. 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 system transfer website.

The following information must be disseminated in multiple ways during the student's transition to the college or university, including orientation:

- 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 system transfer website and the transfer information system with instructions for how to use them
- Web links to the college or university transfer agreements and transfer pathway maps located on the system transfer website
- The names of receiving universities that are parties to the transfer agreements and transfer pathways listed on all sending system 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 in eServices
- A web link to Board Policy 3.39 Transfer Rights and Responsibilities
- A web link to the Veterans Education Transfer System, where applicable
- 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**

The student is responsible for contacting non-system 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. Electronic system transcript(s) are sent from Minnesota State colleges and universities to receiving colleges and universities and are reviewed at the initial point of transfer. Should additional courses be taken at a different college or university after the initial point of

transfer, the student should request an additional review of their transcripts at their home college or university.

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

If a non-degree seeking student subsequently becomes degree-seeking, transcripts from colleges and universities must be evaluated by the receiving college or university.

To assist in the evaluation of courses, each college and university shall post a link to course outlines for all courses on the transfer web page of its college or university website. The links for current course outlines must be submitted to the system office for publication on the system transfer website.

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Date of Adoption: 08/01/07  
Date of Implementation: 08/01/07  
Date of Last Review: 04/23/18

**Date and Subject of Amendments:**

- 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.