

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
**POLICY REVIEW AND COMMENT DOCUMENT**  
DATED 9/29/2015

**PROPOSED AMENDMENT TO POLICY 3.21  
UNDERGRADUATE COURSE CREDIT TRANSFER**

*(Merged Policy 3.37 Minnesota Transfer Curriculum into Policy 3.21 Undergraduate Course Credit Transfer)*

*POLICY CONTENT FORMAT:*

*Single underlining represents proposed new language.*

*Strikeouts represent existing language proposed to be eliminated.*

1 **Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer**  
2 **Curriculum**

3 **Part 1. Purpose-**

4 ~~The purpose of t~~This policy is to establishs consistent practices among all system colleges and  
5 universities for evaluating, transferring, accepting and applying undergraduate courses to  
6 programs, and for transfer of the Minnesota Transfer Curriculum, its courses, and completed goal  
7 areas. for accepting credit for undergraduate college level courses transferred into a system  
8 college or university., except for courses that apply to the Minnesota Transfer Curriculum as per  
9 Policy 3.37 Minnesota Transfer Curriculum. This policy should be read in conjunction with  
10 3.39 Transfer Rights and Responsibilities.

11 **Part 2. Definitions.** For purposes of this policy only, the following definitions applyies:

12 **Subpart A. Comparable or equivalent course-**

13 A course that meets a standard of comparability of 75% or more similarity in learning  
14 outcomes and content using the course outlines, or for a course from outside of MnSCU, a  
15 course outline, syllabus, or comparable document. A comparable or equivalent course is one  
16 that is similar in nature, content and level of expected student performance on course  
17 outcomes to a course offered by the receiving institution.

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19 **Subpart B. Course outline**

20 A document approved by the college or university curriculum committee that communicates  
21 information about a system college or university course.

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23 **Subpart C. Credit**

24 A unit of measurement assigned to a system college or university course offering or an  
25 equivalent learning experience that takes into consideration achieved student learning  
26 outcomes and instructional time. For purposes of this policy, this definition will also apply to  
27 credits from sources other than system colleges and universities.  
28

29 **Subpart D. Degree audit reporting system**  
30 A database that serves as the official repository of course relationships for transfer decisions  
31 such as equivalencies, goal transfer, or electives, and produces a report reflecting a student's  
32 progress toward completion of an academic program.

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34 **Subpart E. Minnesota Transfer Curriculum (MnTC)**  
35 Curriculum comprised of general education courses and goal area definitions and  
36 competencies designed for transfer among Minnesota public colleges and universities.

37  
38 **Subpart F. Receiving college or university**  
39 The college or university to which courses or credits are transferred.

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41 **Subpart G. Sending college or university**  
42 The college or university from which courses or credits are transferred.

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44 **Subpart H. Transfer**  
45 The evaluation of course(s) and credit(s) awarded by a college, university or other education  
46 provider and the application of them toward an academic program and/or degree  
47 requirements at a system college or university.

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49 **Subpart I. Transfer appeal**  
50 A written request submitted by a student for review of decisions regarding how courses or  
51 credits were or were not accepted for transfer, including course substitutions to meet  
52 program/major requirements or electives.

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54 **Subpart J. Transfer information system**  
55 A web resource that provides course equivalency and course relationship information, and  
56 identifies how courses transfer to specific programs at system colleges and universities.

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58 **Part 36. System College and University Transfer Policies:**  
59 Each system college or university shall implement a policy to address the transfer of courses and  
60 credit consistent in compliance with the requirements of this policy and system Pprocedure.  
61 ~~3.21.1 Undergraduate Course Credit Transfer.~~

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63 **Part 4. Course equivalencies:**  
64 The faculty at system receiving colleges and universities determine course equivalencies. Upon  
65 request by the sending faculty, the receiving system college or university faculty shall provide a  
66 rationale to explain why a course is not deemed equivalent. Faculty at both sending and receiving  
67 colleges and universities shall collaborate to align courses to optimize the possibilities to  
68 establish equivalencies.

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70 **Part 5. Ongoing evaluation of courses:**  
71 All system colleges and universities shall evaluate other MnSCU colleges' and universities'  
72 courses for specific transfer eligibility and record the ~~transfer~~ determination into the degree audit  
73 reporting system on an ongoing basis.

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75 **Part 63. Transfer of Undergraduate Courses and Credits:**

76 Once a student has been admitted to a system college or university, each college or university  
77 shall evaluate college-level courses and credits earned completed, as submitted by the student on  
78 an official transcript, to determine if they any or all of them shall must be accepted in transfer.  
79 ~~Once the credits are accepted in transfer, each college or university shall determine how the~~  
80 ~~course credits will apply to program and graduation requirements~~

81  
82 **Subpart A. Transfer of courses that are comparable or equivalent.**

83 A receiving system college or university shall accept courses in transfer that it determines to  
84 be comparable or equivalent to specific courses it offers, and shall enter them into the degree  
85 audit reporting system.

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87 **Subpart B. Transfer of courses that are not comparable or ~~not~~ equivalent.**

88 College-level courses accepted in transfer by a system college or university that are  
89 determined ~~to be~~ not to be comparable or ~~not~~ equivalent to specific courses taught at the  
90 receiving college or university shall must be ~~accepted~~ designated as electives and entered  
91 into the degree audit reporting system.

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93 **Subpart C. Courses accepted in transfer**

94 When ~~Once~~ the courses or credits are accepted in transfer, each system college or university  
95 shall determine how the courses or credits ~~will~~ apply to program and graduation  
96 requirements. A course offered by a system college or university that is listed as the  
97 equivalent of a course at the receiving system college or university must be accepted in  
98 transfer as that course by the receiving system college or university with no additional  
99 documentation required from the student.

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101 Transfer of credit from one college or university to another shall involve at least three  
102 considerations:

- 103 1. Educational quality of the learning experience ~~which the student transfers,~~  
104 2. Comparability of the nature, content and level of the learning experience offered by the  
105 receiving college or university, and  
106 3. Appropriateness and applicability of the learning experience to the programs offered by  
107 the receiving higher education entity in light of the student's educational goals.

108 **Part 4. Course Outlines.** In order to facilitate the evaluation of courses for transfer credit as  
109 described in Part 3 of this policy, each system college and university shall post course outlines,  
110 as defined in Board Policy 3.22, for all courses on its institutional website. The links for current  
111 course outlines shall be submitted to the system office for publication on the  
112 MinnesotaTransfer.org Web site.

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114 **Subpart D. Documents used for the evaluation of courses**

115 Course outlines are the official system documents used for evaluation of courses. For non-  
116 MnSCU courses, syllabi or other comparable documents may be used for evaluation of  
117 courses.

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119 **Part 5. Subpart E. Official Repository of Course Relationships Equivalents.**

120 The system Degree Audit and Reporting System (DARS) and u.select database (and  
121 successor databases) housed within the system office shall be is the official repository of  
122 course relationships equivalencies between both system and non-system colleges and  
123 universities, including, but not limited to national exams and military credit. Each system  
124 college and university shall be responsible for ensuring the accuracy and completeness of  
125 course equivalencies listed for courses offered by that college or university. A course offered  
126 by a system college or university that is listed as the equivalent of a course at the receiving  
127 system college or university shall be accepted in transfer as that course by the receiving  
128 system college or university with no additional documentation required from the student.  
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## 130 **Part 7. Minnesota Transfer Curriculum (MnTC)**

### 131 **Subpart A. Implementation**

132 Each system college and university shall implement the Minnesota Transfer Curriculum as  
133 appropriate for its academic certificates, diplomas, and degrees consistent with criteria in  
134 board policy and system procedure.  
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### 136 **Subpart B. Acceptance of Minnesota Transfer Curriculum**

137 Each receiving system college and university shall accept a Minnesota Transfer Curriculum  
138 course, goal area, or the entire completed curriculum as determined and documented by the  
139 sending system college or university transcript and/or MnTC Audit.  
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141 Each receiving system college and university shall accept the entire completed Minnesota  
142 Transfer Curriculum as determined and documented by the completion of liberal education  
143 requirements at the University of Minnesota.  
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## 145 **Part 8. Student Transfer Appeals:**

146 Each system college or university shall establish a policy titled “Transfer Appeal” for students to  
147 petition and appeal of course and credit transfer decisions. The Chancellor shall establish a  
148 procedure for system level appeal of system college or university credit transfer decisions. When  
149 providing students with a transfer evaluation, colleges and universities shall also provide  
150 information about a student’s right to appeal, the appeal process, including next steps to continue  
151 the appeal, and links to the system and college or university appeal policies. This information  
152 must shall also be made available on each college and university website, course catalog and  
153 transfer-related publications. Each system college and university shall retain records of all  
154 transfer appeals.  
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## 156 **Part 97. Disseminating Information:**

157 Each system college or university shall communicate current transfer-related information  
158 through a dedicated transfer webpage. Each college or university homepage ve a prominently  
159 displayed link entitled “Transfer” to the dedicated transfer webpage. publish its transfer policy  
160 and shall make information about credit transfer and course equivalencies, including links to  
161 MinnesotaTransfer.org and u.select, readily available on its website.  
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**Related Documents:**

- [Policy 3.15](#) Advanced Placement Credit
- [Procedure 3.15.1](#) Advanced Placement Credit
- [Policy 3.16](#) International Baccalaureate Credit
- [Procedure 3.16.1](#) International Baccalaureate Credit
- [Procedure 3.21.1](#) Undergraduate Course Credit Transfer
- [Policy 3.33](#) College-Level Examination Program (CLEP) Credit
- [Policy 3.35](#) Credit for Prior Learning
- [Policy 3.39](#) Transfer Rights and Responsibilities

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**Policy History:**

***Date of Adoption:** 4/29/98,  
**Date of Implementation:** 8/01/07,  
**Date of Last Review:** xx/xx/xx,*

***Date & Subject of Revisions*****Amendment:**

*Xx/xx/xx - Merged Policies 3.21 Undergraduate Course Credit Transfer and 3.37 Minnesota Transfer Curriculum, and renamed as Policy 3.21 Undergraduate Course and Credit Transfer and Minnesota Transfer Curriculum. Updated information in Part 3, Subpart C to ensure courses are evaluated and entered into the degree audit and reporting system; Part 4 which requires a rationale be provided; added Smart Transfer Plan requirements, reorganized the sequence of the parts and subparts, added Date of Last Review in Policy History section, and made editorial and formatting changes.*

*11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.*

*5/19/10 - Added a new Part 4 Outlines and Part 5 Official Repository of Course Equivalents. Amended Part 7 to require credit transfer and course equivalencies available on the Website. Amended Part 8 to require that information about the transfer appeal process to students when they receive their transfer evaluations and requires that information be made available on the Website, course catalog and other publications.*

Additional [\*\*HISTORY\*\*](#)