



Minnesota State Colleges and Universities Board Policies Chapter 3 – Educational Policies

3.39 Transfer Rights and Responsibilities

Part 1. Purpose

To identify the rights and responsibilities of students and colleges and universities related to transfer and to facilitate the transfer of students between MnSCU colleges and universities to minimize the loss of credit and time to completion.

Part 2. Definitions

Advisor

A faculty or staff member who explains academic programs, course requirements, or other academic information to students.

Articulation 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 articulation agreement template or equivalent evidence of course transferability.

Course outlines.

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

Degree audit reporting system (DARS)

A database that serves as the official repository of course relationships and also produces a report reflecting a student's progress toward completion of an academic program.

Minnesota Transfer Curriculum (MnTC)

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

Receiving college or university

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

Sending college or university

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

Part 3. Student Transfer Rights and Responsibilities

Subpart A. Student transfer rights

Students who transfer have the right to:

- Receive comparable treatment as transfer students or direct entry students with respect to course and program requirements at a college or university;
- Receive clear, accurate, and current information about transfer admission requirements and deadlines, degree requirements, transfer policies and procedures, articulation agreements, course equivalencies, transfer tools, and the Minnesota Transfer Curriculum;
- Access course outlines, consistent with the requirements of Board Policy 3.21;
- Receive a degree audit report showing how courses transferred, and to receive clarification about transfer evaluations when they have questions;
- Appeal transfer decisions at both the college or university and system levels, as provided in System Procedure 3.21.1;
- Have completed courses that fulfill Minnesota Transfer Curriculum goal areas at the sending college or university accepted as counting toward the same goal areas at the receiving college or university;
- Receive a degree audit showing fulfillment of Minnesota Transfer Curriculum goal areas that match the goal areas of courses at the sending college or university.

Subpart B. Student transfer responsibilities

Students who transfer have the responsibility to seek and use guidance in the following ways:

- Consult with advisors at both the sending and receiving colleges and universities throughout their academic careers, especially when their academic plans change;
- Obtain information about how a change in their academic plans may impact the transfer of their courses and ensure that the change is reflected in their academic record;
- Plan their course(s) of study as early as possible by referring to published catalog requirements, online advising tools, and campus and system websites for college and university programs in which they intend to enroll;
- Take advantage of transfer-related orientation, workshops, or other training opportunities offered by the college or university in which they are currently enrolled and at the one to which they plan to transfer;
- Provide their college or university with all materials required for admission, including official transcripts from all previously attended non-system colleges and universities;
- Notify their home college or university of all courses taken at other system or non-system colleges and universities after transfer or about any other changes to their transcripts to ensure all courses are evaluated;
- When planning to follow the requirements of an articulation agreement or other transfer-related agreement, seek guidance from advisors at their current college or university and notify the college or university to which they plan to transfer;
- Seek information and guidance on the transferability of their chosen program, because not all associate degrees transfer.

Part 4. System College and University Rights and Responsibilities

Subpart A. College and university rights

Colleges and universities have the right to:

- Ensure standards of quality for educational programs offered;
- Determine course equivalencies and admission, program, major, and graduation requirements in accordance with their missions;
- Consider the accreditation of the sending college or university and program in making course transfer decisions.

Subpart B. College and university responsibilities

Colleges and universities have the responsibility to:

- Provide students with access to advisors designated to assist with transfer processes and requirements;
- Provide students with accurate information about transferring into and out of the college or university early in their academic careers, including information about the transfer web page and other resources on their website;
- Provide students with specific information about the transferability of all associate degrees on their academic program webpages, transfer webpage, and program information;
- Refer students to staff and resources at the college or university to which they intend to transfer;
- Update and publish their transfer policies and procedures, requirements, and course offerings, including the current Minnesota Transfer Curriculum, articulation agreements and other transfer related agreements, transfer guides, and course equivalencies, and communicate these to students and the public;
- Make electronic course equivalency, degree completion, and transfer tools available to students, including instructions on their use;
- Provide students with access to the current course catalog and catalogs for at least the prior five years;
- Continuously improve student access to information about transfer and to improve transfer processes;
- Provide written confirmation to transfer students about their admission and transfer-related decisions, including the opportunity to appeal transfer decisions and the result of transfer appeals, in a timely manner;
- Upon request, provide information necessary for the chancellor to monitor and evaluate the effectiveness of existing transfer processes.

Date of Adoption: 05/16/12

Date of Implementation: 05/16/12

Date of Last Review: 05/18/16

Date and Subject of Amendments:

05/18/16 - Amended Part 1 to define the purpose. Amended Part 2 to update all the definitions. Amended Part 3 and Part 4 to emphasize that students should seek guidance from advisors to understand the impact of changes in their academic plans, especially those that involve transfer of courses and credits. Applied the new formatting and writing styles which resulted in multiple technical edits.