



## Minnesota State Colleges and Universities System Procedures Chapter 3 – Educational Policies

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### Procedures 3.21.1 Undergraduate Course Credit Transfer

**Part 1. Purpose of Procedure.** The purpose of this procedure is to specify consistent practices for accepting credit for undergraduate college level courses transferred into a system college or university, except for courses that apply to the Minnesota Transfer Curriculum as per policy 3.37 Minnesota Transfer Curriculum.

#### Part 2. Definitions.

**Subpart A. Joint Statement on the Transfer and Award of Credit.** The Joint Statement on Transfer and Award of Credit provides principles, criteria and guidelines for institutions to use in developing criteria, policies, procedures and practice in transferring and awarding credit. The statement was approved by the American Council on Education, the American Association of Collegiate Registrars and Admission Officers and the Council on Higher Education Accreditation in 2001 and endorsed by the Higher Learning Commission in 2000, <http://www.acenet.edu>.

**Subpart B. Articulation agreement.** An “articulation agreement” is a formal agreement between two or more educational entities to accept credits in transfer toward a specific academic program.

**Subpart C. Developmental course.** A “developmental course” is a course designed to prepare a student for entry into college level courses. Developmental-level course credits shall not apply toward a certificate, diploma, or degree. Refer to Procedure 3.3.1 Assessment for Course Placement.

**Subpart D. Degree Audit Reporting System (DARS).** The “Degree Audit Reporting System” is an electronic system that provides for an evaluation of a student’s academic record indicating completion toward the student’s academic program requirements.

**Subpart E. Regionally Accredited Institution.** Colleges or universities that are accredited by a regional accrediting body recognized by the Council on Higher Education Accreditation [www.chea.org](http://www.chea.org).

**Subpart F. Non-Regionally Accredited Institution.** Colleges or universities that are not accredited by a regional accrediting body recognized by the Council on Higher Education Accreditation [www.chea.org](http://www.chea.org).

**Part 3. Determining Transfer Credits.** Each receiving system college and university shall determine if transfer credits apply to its academic program and graduation requirements. Each system college and university shall follow program requirements as specified in Policy 3.36, Academic Programs.

**Subpart A. Determining course comparability or equivalency.** The course to be transferred must be comparable in nature, content and level to courses offered by the receiving institution. In evaluating courses for transfer equivalency, the standard for review should be not less than 75 percent comparability of course content. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence.

**Subpart B. Transferring credits according to articulation agreements.** The receiving system college or university is required to accept any credits defined within formal articulation agreements it has with a sending institution. A system college or university is only required to accept transfer credits according to articulation agreements it has approved.

**Subpart C. Transferring occupational/professional course credits.** Each system college or university shall accept in transfer as electives up to 16 semester credits of occupational and/or professional courses which are not comparable or not equivalent to specific courses taught at the receiving college or university. A system college or university may accept occupational and/or professional credits beyond 16 credits if the receiving college or university determines they contribute to an educationally coherent program.

**Subpart D. Transferring credit granted by a regionally accredited or by a non-regionally accredited institution.** Each system college and university shall determine if it will accept credits granted by a regionally accredited or a non-regionally accredited institution, including credits granted by another college or university for prior learning by assessment or examination.

**Subpart E. Transferring credit granted by an institution outside the United States.** Each system college and university shall determine if it will accept credits granted by an institution outside the United States.

**Subpart F. Evaluating developmental courses.** Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, or degree program completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework at the receiving college or university.

#### **Part 4. System College and University Transfer Policy and Procedures.**

**Subpart A. Procedures for evaluating credit.** Each system college and university shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing its transfer policy and procedures, <http://www.acenet.edu>.

**Subpart B. Degree Audit Reporting System (DARS).** Each course from another institution determined to be equivalent to a system college or university course shall be entered into the Degree Audit Reporting System.

**Subpart C. Credit limit.** A system college or university shall not limit the total number of credits a student may earn through transfer so long as the total of earned credits is consistent with Board Policy 3.36 Academic Programs and the college or university policy that establishes the number of credits taught by the faculty recommending the academic award.

**Subpart D. Credit life.** Each system college and university shall determine requirements for accepting credit pertaining to the length of time that has passed since the credit was earned.

**Part 5. Disseminating Information.** Each system college or university shall publish information concerning transfer in its print and electronic media catalog and transfer related publications.

Published information shall include the following:

- Transfer policies, procedures and guidelines
- Articulation agreements
- Appeal process for transfer decisions at the college or university and system level.

Each system college and university shall provide articulation agreements and transfer information as required for publication on MinnesotaTransfer.org Web site.

**Part 6. Student Responsibility.**

**Subpart A. Transcripts and supporting documentation.** The student is responsible for arranging for an official transcript and any other required supporting documentation to meet the system college or university policy and procedures.

**Subpart B. Grade requirements.** A student must meet each system college or university grade requirements whether the credits are accepted in transfer or earned at the college or university granting the award.

**Part 7. Student Appeal.** If a student is not satisfied with a college or university transfer decision, the student may appeal a transfer decision at a college or university level and at the system level.

**Subpart A. College or university level appeal.** Each system college and university shall establish a student appeal process for transfer decisions including transfer of credit for courses completed within the system and courses completed outside the system. The transfer appeal process shall address communication of the decision and timelines for the process.

Each college or university transfer appeal decision shall include a rationale for the college or university transfer appeal decision.

Each system college and university shall inform students in its print and electronic media catalog, transfer related publications and appeal documents that a student who is not satisfied with the college or university transfer appeal decision may appeal the college or university transfer appeal decision to the Senior Vice Chancellor of Academic and Student Affairs at the system level.

**Subpart B. System level appeal.** If the student is not satisfied with the college or university transfer appeal decision, the student may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college or university transfer appeal decision.

- A student shall appeal a transfer decision at the college or university level prior to appeal at the system level.
- The system level appeal request shall include a copy of the college or university transfer appeal decision with supporting rationale, transcript and other documentation.
- To be considered, the student appeal for a decision that involves credits from system colleges and universities must have the support of the chief academic officer or designee of the sending system college or university. When a transfer decision involves credit earned at an institution outside the system colleges and universities, the support of a chief academic officer or designee is not required.
- Upon receipt of the system level appeal, there shall be a review by system office transfer staff. The review shall be based on course descriptions, outlines, objectives, 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 of Academic and Student Affairs shall make a final determination regarding disposition of the appeal. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties.

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*Approval Date: 08/01/07,*

*Effective Date: 08/01/07,*

*Date and Subject of Revision:*

*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.*