

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
POLICY REVIEW AND COMMENT DOCUMENT
DATED 1/11/2016**

**PROPOSED AMENDMENT TO POLICY 3.39
TRANSFER RIGHTS AND RESPONSIBILITIES**

CONTENT FORMAT:

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be eliminated.

1 **3.39 Transfer Rights and Responsibilities**

2

3 **Part 1. Purpose:**

4 To identify provide an understanding of the rights and responsibilities of students and colleges
5 and universities as they related to transfer. of credit.

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7 **Part 2. Definitions:**

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9 **Advisor**

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

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13 **Subpart A. Articulation Agreement:**

14 An articulation agreement is a formal agreement to accept credits in transfer toward a
15 specific academic program. A formal agreement between two or more educational entities
16 identifying the courses and credits within a program that transfer to a specific academic
17 program using the system articulation agreement template or equivalent evidence of course
18 transferability.

19

20 **Subpart B. Course outlines:**

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

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24 **Subpart C. Degree Audit Reporting System (DARS):**

25 The Degree Audit Reporting System is an electronic system that provides for an evaluation
26 of a student's academic record indicating completion toward the student's academic program
27 requirements. A database that serves as the official repository of course relationships and also
28 produces a report reflecting a student's progress toward completion of an academic program.

29

30 **Subpart D. Minnesota Transfer Curriculum (MnTC):**

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

33

34 **Receiving college or university**
35 The college or university to which courses or credits are transferred.

36
37 **Sending college or university**
38 The college or university from which courses or credits are transferred.

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40 **Part 3. Student Transfer Rights and Responsibilities.**

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42 **Subpart A. Student ~~T~~ransfer ~~R~~ights.**

43 Students who transfer have the right to:

- 44 • Receive comparable treatment as transfer students or direct entry students with respect
- 45 to course and program requirements, ~~whether they are transfer students or direct entry~~
- 46 ~~students~~ at a ~~system institution~~ college or university;
- 47 • Receive clear, accurate, and current information about transfer admission requirements
- 48 and deadlines, degree requirements, transfer policies and procedures, articulation
- 49 agreements, course equivalencies, transfer tools, and the Minnesota Transfer
- 50 Curriculum;
- 51 • Access course outlines, consistent with the requirements of Board Policy 3.21;
- 52 • Receive a degree audit report showing how courses transferred, and to receive
- 53 clarification about transfer evaluations when they have questions;
- 54 • Appeal transfer decisions at both the college or university and system levels, as
- 55 provided in ~~s~~System Procedure 3.21.1;
- 56 • Have completed courses that fulfill Minnesota Transfer Curriculum goal areas at the
- 57 sending ~~institution system~~ college or university accepted as counting toward the same
- 58 goal areas at the receiving ~~institution system~~ college or university.
- 59 • Receive ~~acknowledgement of a degree audit showing fulfillment of~~ Minnesota
- 60 Transfer Curriculum goal areas that match as designated by the goal areas of courses
- 61 at the sending college or university.

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63 **Subpart B. Student ~~T~~ransfer ~~R~~esponsibilities.**

64 Students who transfer have the responsibility to:

- 65 • Seek guidance from appropriate advisors at both the sending and receiving colleges
- 66 and universities throughout their academic careers, especially when academic plans
- 67 change. Students should obtain information about how a change in their academic
- 68 plans may impact the transfer of their courses, and should ensure that the change is
- 69 reflected in their enrollment information;
- 70 • Plan their course(s) of study as early as possible by referring to online advising tools,
- 71 campus and system websites, and published requirements ~~of all system for~~ college and
- 72 university programs in which they intend to enroll.
- 73 • Take advantage of transfer-related orientation, workshops, or other training
- 74 opportunities offered by the college or university in which they are currently enrolled
- 75 and at the one to which they plan to transfer.
- 76 • ~~Seek guidance from appropriate institutional advisors at both the sending and~~
- 77 ~~receiving institutions throughout their academic careers, especially when academic~~
- 78 ~~plans change, in order and students need to understand how the change in their~~
- 79 ~~academic plans may impact the transfer of their courses, and need to ensure that the~~

change is reflected in made to their enrollment information (*Relocated to 1st bullet point*)

- 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 schools 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 appropriate institutional advisors at their current institution college or university and notify the System 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. System College and university rights.

System 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 institution college or university and program in making course transfer decisions.

Subpart B. System College and university responsibilities.

System Colleges and universities have the responsibility to:

- Provide students with 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.
- Facilitate the smooth transfer of students between MnSCU colleges and universities in a fashion that minimizes the loss of credit and speeds a student’s time to completion.
- Provide students with access to advising about for transfer processes and requirements, and provide appropriate support to advisors.
- 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, and degree completion, and transfer tools available to students, including instructions on their use. and inform students on how to use these tools to plan for transfer.

- 125 • Provide students with access to the current course catalog and catalogs for at least the
- 126 prior five years. Publish current transfer information and periodically update and
- 127 archive prior transfer information, including catalogs, articulation agreements, and
- 128 program guides.
- 129 • Continuously improve student access to information about transfer and to improve
- 130 transfer processes.
- 131 • Provide written confirmation to transfer students about their admission and transfer-
- 132 related decisions, including the opportunity to appeal transfer decisions and the result
- 133 of transfer appeals, in a timely manner.
- 134 • Upon request, provide information necessary for the System Office chancellor to
- 135 monitor and evaluate the effectiveness of existing transfer processes.
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138 **Related Documents:**

- 139 • [Policy 3.21 Undergraduate Course Credit Transfer and the Minnesota Transfer](#)
- 140 [Curriculum](#)
- 141 • [Procedure 3.21.1 Undergraduate Course Credit Transfer](#)

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143 **Policy History:**

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145 *Date of Adoption:* 5/16/12

146 *Date of Implementation:* 5/16/12

147 *Date of Last Review:* xx/xx/xx

148

149 *Date & Subject of Amendment:*

150 *Xx/xx/xx (Add summary of revision)*

151

152 *No additional HISTORY*