



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

Procedures 3.37.1 Minnesota Transfer Curriculum

Part 1. Purpose of Procedure. The purpose of this procedure is to establish consistent practices among system colleges and universities for the implementation of and transfer of credit for the Minnesota Transfer Curriculum.

Part 2. Definitions.

Subpart A. Minnesota Transfer Curriculum (MnTC). The “Minnesota Transfer Curriculum” comprises general education reflecting competencies adopted by the public higher education institutions in Minnesota.

Subpart B. Minnesota Transfer Curriculum Agreement. The 1994 “Minnesota Transfer Curriculum Agreement” is a document developed by faculty representatives of Minnesota public colleges and universities outlining the conditions by which students transfer their completed general education work at one public college or university to meet lower division general or liberal education requirements at any public college or university in Minnesota. The agreement was signed by the chief executive officers of the existing public higher education systems in 1994. The agreement identifies ten areas of emphasis and goals and student competencies in each area of emphasis. The Board of Trustees approved Policy 3.21 requiring the implementation of the Minnesota Transfer Curriculum in April, 1998.

Subpart C. Goal areas. The ten “goal areas” refer to the areas of emphasis identified in the Minnesota Transfer Curriculum Agreement: 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.

Subpart D. Guidelines for Review and Design of the Minnesota Transfer Curriculum. The “Guidelines for Review and Design of the Minnesota Transfer Curriculum” is a document that contains guidelines developed with the University of Minnesota for consistent implementation of the Minnesota Transfer Curriculum, as published on the Minnesota Transfer Web site www.mntransfer.org.

Subpart E. Checklist of Criteria for Evaluation of Courses Included in the Minnesota Transfer Curriculum. The “Checklist of Criteria for Evaluation of Courses Included in the Minnesota Transfer Curriculum” is a document that contains criteria to be used for evaluation of a course to determine whether it should be included in the Minnesota Transfer Curriculum. The checklist is published on the Minnesota Transfer Curriculum Review Web site

www.transfer.project.mnscu.edu.

Subpart F. 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 G. Minnesota Transfer Curriculum (MnTC) Audit. A “Minnesota Transfer Curriculum (MnTC) Audit” is a special Degree Audit Reporting System report of a student’s progress toward or completion of Minnesota Transfer Curriculum courses, goal areas and/or the entire Minnesota Transfer Curriculum.

Subpart H. 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.

Subpart I. 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.

Subpart J. Best Practices for Communicating the Minnesota Transfer Curriculum. A document providing consistent procedures for how the Minnesota Transfer Curriculum is communicated at system colleges and universities.

Part 3. Implementation. Each system college or university shall implement the Minnesota Transfer Curriculum to support the academic programs the college or university offers. Each system college and university shall be consistent in the numbering, titling and order of the ten Minnesota Transfer Curriculum goal areas specified in the Minnesota Transfer Curriculum Agreement.

Subpart A. Criteria. Each system college and university shall use the following criteria as published on the Minnesota Transfer Curriculum Review Web site www.transfer.project.mnscu.edu to ensure consistency of implementation of the Minnesota Transfer Curriculum across the system:

- 1) Checklist of Criteria for Evaluation of Courses Included in the Minnesota Transfer Curriculum
- 2) Guidelines for the Review and Design of a Minnesota Transfer Curriculum
- 3) Minnesota Transfer Curriculum Agreement

Subpart B. Courses. Each system college and university shall implement a process for determining whether a new or revised course proposed to be included in the Minnesota Transfer Curriculum meets requirements of the Minnesota Transfer Curriculum and to assign courses to the Minnesota Transfer Curriculum goal area(s) using the criteria specified in Part 3, Subpart A.

Subpart C. Review. Each system college and university shall implement a periodic review process for its Minnesota Transfer Curriculum and the courses included using the criteria specified in Part 3, Subpart A.

Subpart D. Academic Programs. Each system college and university shall conform to requirements for inclusion of the Minnesota Transfer Curriculum in academic programs as specified in Policy 3.36, Academic Programs.

Part 4. Transfer of the Minnesota Transfer Curriculum

Subpart A. Transfer from a system college or university

I. Transfer of the entire Minnesota Transfer Curriculum. When any system college or university has determined that the entire Minnesota Transfer Curriculum has been completed by a student, the entire Minnesota Transfer Curriculum shall be accepted as complete at every receiving system college or university for that student.

II. Transfer of Minnesota Transfer Curriculum goal areas. When any system college or university has determined that a Minnesota Transfer Curriculum goal area has been completed by a student, the goal area shall be accepted as complete at every receiving system college or university for that student.

III. Transfer of Minnesota Transfer Curriculum courses. When any system college or university has determined that a course meets goal area competencies for a student, the goal area competencies shall be accepted as meeting the same goal area competencies at every system college or university for that student.

Subpart B. Transfer from the University of Minnesota.

I. Transfer of the entire Minnesota Transfer Curriculum. When the University of Minnesota has determined that the entire Minnesota Transfer Curriculum has been completed for a student, the entire Minnesota Transfer Curriculum shall be accepted as complete at every receiving system college or university for that student.

II. Transfer of Minnesota Transfer Curriculum courses. If a student has not completed the entire Minnesota Transfer Curriculum at the University of Minnesota, the receiving system college or university shall determine how each course meets Minnesota Transfer Curriculum requirements for that student.

Once any system college or university has determined that a University of Minnesota course meets goal area competencies for a student, the course shall be accepted as meeting the same goal area competencies at every system college or university for that student.

Subpart C. Transfer from other institutions

I. Course credits accepted in transfer from a higher education institution that is regionally accredited. The receiving system college or university shall determine how each course meets Minnesota Transfer Curriculum requirements.

Once any system college or university has determined that a regionally-accredited course meets goal area competencies for a student, the course shall be accepted as meeting the same

goal area competencies at every system college or university for that student.

II. Course credits accepted in transfer from a higher education institution that is not regionally accredited. The receiving system college and university shall determine the acceptance of courses from a higher education institution that is not regionally accredited and how each course meets Minnesota Transfer Curriculum requirements. This determination of how each course meets Minnesota Transfer Curriculum requirements is not binding for any other system college or university.

Subpart D. Credit for Prior Learning. When the sending system college or university has determined that Minnesota Transfer Curriculum requirements are fulfilled with Credit for Prior Learning as determined by examination or assessment of demonstration of competencies or portfolio; including Advanced Placement Credit, International Baccalaureate Credit, and College-Level Examination Program (CLEP) Credit; the receiving system college or university shall accept in transfer credits applied toward the Minnesota Transfer Curriculum according to Part 4, Subparts A, B, and C.

Subpart E. Grade requirements. The receiving system college and university shall accept Minnesota Transfer Curriculum courses, goals and the entire Minnesota Transfer Curriculum with the passing grades earned at the sending system college or university, regardless of the grading requirements of the receiving system college or university. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree.

A student who has met Minnesota Transfer Curriculum requirements as described above must also meet the grade requirements established by the receiving system college or university for a specific program or for graduation requirements.

Subpart F. Minnesota Transfer Curriculum (MnTC) Audit. Each system college and university shall provide a MnTC Audit to accompany outgoing transcripts to all system colleges and universities and to the University of Minnesota. The MnTC Audit shall 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 system college or university.

System colleges or universities that do not offer the entire Minnesota Transfer Curriculum based on a 40-credit, 10 goal area model shall provide a MnTC Audit that indicates the goal competencies met by Minnesota Transfer Curriculum courses taken by the student with all outgoing transcripts regardless of the program(s) the student pursued or completed at the sending system college or university.

Part 5. Disseminating Information. Each system college and university shall publish information concerning the Minnesota Transfer Curriculum in its print and electronic media catalog and transfer related publications

Published information shall include the following:

- its Minnesota Transfer Curriculum,
- related policies and procedures

- academic program requirements for the Minnesota Transfer Curriculum
- appeal process for a transfer decision at the college or university level and at the system level.

Each system college and university shall provide its Minnesota Transfer Curriculum information for publication on the system Minnesota Transfer Web site: www.mntransfer.org .

Each system college and university shall follow “Best Practices for Communicating the Minnesota Transfer Curriculum” as per the Minnesota Transfer Curriculum Review Web site: www.transfer.project.mnscu.edu .

Part 6. Student Responsibility. 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.

Part 7. Student Appeals. A student may appeal a transfer decision regarding the Minnesota Transfer Curriculum as specified in Policy 3.21 Undergraduate Course Credit Transfer and related Procedure 3.21.1.

Subpart A. College or university level appeal. If a student is not satisfied with a college or university decision regarding transfer, the student may appeal the decision at the college or university level.

Subpart B. System level appeal. If a student is not satisfied with a college or university transfer appeal decision, the student may appeal the college or university transfer appeal decision at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties.

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