

Minnesota State University, Mankato University Procedure	
Procedure Name	Undergraduate Course Equivalency Procedure
Custodian	Provost & Senior Vice President for Academic Affairs
Date of Last Review	August 2020

The Course Equivalency Procedure is intended to reduce the confusion surrounding the course equivalencies, course substitutions, and program waivers and to ensure students receive accurate and timely transfer evaluations. This procedure is designed to standardize the transfer evaluation process, define the terms *equivalency*, *substitution*, and *waiver*, and allow departments with content expertise to determine equivalencies.

## Procedure

Courses submitted as part of a transfer student's transcript will first be evaluated by the transfer evaluators in the Registrar's Office. That office, using equivalency guides developed in consultation with academic departments and programs, will place transfer courses into the relevant General Education goal areas and program requirements in the student's DARS.

When an equivalency does not exist, the department with content expertise will determine whether a transfer course is equivalent to an MSU course using procedures defined in the following documents:

- [System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum](#)
- [Operating Instruction 3.21.1.2 Course Equivalency Operating Instruction](#)

As part of the equivalency determination process, Professional Education and content specialists will confirm that courses that are part of **teacher licensure programs** count as equivalencies for licensure.

If determined equivalent, the course will be applied in general education, any major, and any minor at MSU. That course will be placed in an equivalency database.

The Common Curriculum Committee will provide another level of review to determine if a transfer course that does not have a local equivalent meets a general education or diverse cultures requirement.

Courses from other universities will not be allowed to count as a writing intensive course without approval of the Writing Advisory Committee, working in consultation with the Common Curriculum Committee.

All equivalencies should be reviewed by the department with content expertise every six years as part of a regular program review. The Associate Registrar for transfer credit processes (or their designee) will assist departments when requested.

## Definitions

**Equivalencies.** Courses with 75 percent or more similarity in content as described in the course outlines, or for a course from outside of the system, as described in a course outline or syllabus. A [directory of course outlines](#) for Minnesota State colleges and universities is available online. Decisions about content equivalency are made by the department with disciplinary expertise.

**Substitutions.** Departments may issue substitutions for course requirements in its degree program(s) on a case-by-case basis without establishing an equivalency for specific courses. Substitutions may apply to an individual student or a group of students with a similar situation. The substitution applies within that department or program only.

**Waivers.** Departments may waive program or department requirements for their majors/minors (e.g. GPA requirement, program admission policies, required or elective courses in a program of study). Waivers apply to specific students and only within the department authorizing the waiver. Departments do not have the authority to waive University or Minnesota State system policies. For assistance, contact the Office of the Provost.