

Minnesota State University, Mankato University Procedure

Procedure Name:

Course Equivalency Proposal and Procedure

Custodian:**Effective Date:**

09-19-2005

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 General Education categories, but will not make MSU course equivalency decisions, unless there is a pre-existing equivalency. The department with content expertise will determine whether a transfer course is equivalent to an MSU course. If determined equivalent, the course will be applied in general education, any major, and any minor at MSU. Departments will still be able to issue substitutions/waivers on a case-by-case basis without establishing an equivalency for specific courses. Substitutions apply to specific courses and only within the department authorizing the substitution.

The Office of Academic Affairs will provide another level of review to determine if a transfer course is a core or related cultural diversity course. The Office of the Registrar will forward eligible transfer course descriptions to the Dean of Institutional Diversity for a decision.

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.

Courses from other universities will not be allowed to count as a writing intensive course (category 1C) without approval of the Office of Academic Affairs, working in consultation with the General Education Committee.

Once a course has been determined to be equivalent to an MSU course, that course will be placed in an equivalency database.

All equivalencies should be reviewed once a year by the MSU Transfer Specialist and the department with content expertise.

This process is designed to standardize the transfer evaluation process and allow the departments with content expertise to determine equivalencies. The end result would be removing equivalency determination from the Office of the Registrar staff and placing it within the appropriate academic department.

To facilitate this process, the Registrar's Office and the Office of Academic Affairs will be creating an online equivalency form that will allow departments to set equivalencies by filling out a form and submitting it online. The Office of the Registrar would then use the information from this form to encode the Degree Audit Reporting System (DARS). Until this online form is prepared, a paper copy will be used (see URL)

This process would reduce the confusion surrounding the substitution forms and would allow departments to determine equivalencies and submit them online. This process is essential to insure students still receive accurate and timely transfer evaluations.