

Minnesota State University, Mankato University Policy	
Policy Name: Acceptance and Evaluation of Undergraduate Transfer Credits	Effective Date of Last Review: August 1, 2025
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review: September 2024
Date of Adoption: July 15, 2016	Date of Next Review: September 2030

POLICY

The policy hereafter is applicable to undergraduate-level coursework.

Regional Accredited Institutions

Credit from regionally accredited institutions will be considered for transfer credit by Minnesota State University, Mankato.

Non-Regional Accredited Institutions

Credit from colleges or universities that are not accredited by a regional accrediting body but are recognized by the Council on Higher Education Accreditation will be considered for transfer credit by Minnesota State Mankato.

International Degrees and Courses

International degrees determined valid by the Minnesota State Mankato Admissions Office will be recognized. In order to be considered for transfer credit international courses must be evaluated by an outside agency recognized by the National Association of Credential Evaluation Services. In addition, courses fulfilling Minnesota State Mankato General Education Goal Area 1a (English Composition) are typically subject to a University review and/or appeal process.

Discretionary Rights for Determining Transferrable Credit

A university record is considered to be a continuing one. Students who transfer credit may not disregard a poor record/course grade(s) during the transfer process as a means of academic forgiveness. Students should consult with their previous institution(s) regarding college and/or university policies governing academic forgiveness prior to transfer. Minnesota State Mankato will recognize and apply academic forgiveness from previous institutions who have formally given approval for this provision, as documented on the transcript of the previous institution. Acknowledgement of attendance at previous colleges or universities is mandatory. Failure to list each college/university attended on a student’s application for admission

may be considered reason for cancellation of admission or dismissal from the University.

University General Education Requirements and Previously Earned Degrees

Baccalaureate Degrees (Bachelor of Science and Bachelor of Arts)

Students with an accepted Baccalaureate degree will have satisfied Minnesota State Mankato's General Education requirements for a Bachelor of Science (BS) degree. These same baccalaureate guidelines apply to the requirements for a Bachelor of Arts (BA) degree. However, if not previously completed, 8 semester credits of world language or 9 credits of American Sign Language are also required if completing a BA degree at Minnesota State Mankato. Major and minor requirements are determined within the major department at the time of advisement.

Associate of Arts Degree (AA)

Students transferring an earned AA degree from a regionally accredited US institution will satisfy the General Education requirements of the BA or BS degree if their AA contains 40 semester (60 quarter) credit hours of General Education coursework comparable to Minnesota State Mankato General Education courses within the General Education Goal Areas 1-10. If the AA degree contains less than the required General Education requirements, additional General Education coursework will be required.

Associate of Science (AS) Degree and Associate of Applied Science Degree (AAS)

Students transferring with an earned AS or AAS degree may not have the entire General Education/Minnesota Transfer Curriculum (MnTC) completed. If the AS or AAS degree contains less than the required General Education requirements, additional General Education coursework will be required. Transfer AS/AAS degrees must have 40 credits in Categories 1-10; a minimum of 1 course in each of the MnTC Goal Areas 3-10; and one course in each part of the MnTC Goal Area 1 for General Education/Minnesota Transfer Curriculum to be considered complete. MnTC Goal Area 2 and Minnesota State Mankato Goal Areas 11-13 are exempt.

Minnesota Transfer Curriculum (MnTC)

Completion of the Minnesota Transfer Curriculum fulfills the General Education requirement for any MinnState College or University. Students transferring with a completed Minnesota Transfer Curriculum will satisfy Minnesota State Mankato's General Education requirement. Per MinnState system policy, completion of goal areas within the Minnesota Transfer Curriculum will be accepted as completion of that same goal area at Minnesota State Mankato. Minnesota State Mankato will always place courses into general education goal areas based on placement at the sending institution. In cases where equivalent courses have been established, goal areas may vary between the sending institution and Minnesota State Mankato. Goal areas 11-13

are part of the General Education curriculum at Minnesota State Mankato but are not goal areas in the Minnesota Transfer Curriculum. Students will not be expected to complete goal areas 11-13.

Determining Course Comparability or Equivalency

Course(s) to be transferred must be comparable in nature, content and level to courses offered by Minnesota State Mankato. In evaluating courses for transfer equivalency, the standard for review will require a minimum of 75 percent comparability of course content. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence. [The credits between the sending and receiving colleges and universities must be within 1 credit.](#) Transfer equivalencies are based on current policies and generally reflect course numbers from the Minnesota State Mankato catalog at the time the evaluation is conducted. Minnesota State Mankato courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well. Course equivalency guides are maintained within Transferology, <https://www.transferology.com>. Users of Transferology should note when the transfer course was completed in determining applicability.

Transferring Credits According to Articulation Agreements

Minnesota State Mankato will accept all credits defined within formal articulation agreements it has established with a sending institution. Articulation agreements must be completed in full to receive credit as outlined by articulation agreement. Students completing courses as part of the articulation agreement without completing the full articulation agreement will receive credit for current course equivalencies which may differ from the articulation agreement.

Transferring Minnesota Transfer Curriculum (MnTC) Credits

Minnesota State Colleges and University policy (3.21, part 7 <http://www.minnstate.edu/board/policy/321.html>) allows for the transfer of MnTC courses, including all courses for which a grade of D- or higher was earned.

Minimum Academic Grade Standard for Acceptance of Transfer Credit

All transfer courses appropriate to baccalaureate education for which a grade of D or higher (grades of D- do not transfer with the exception of MnTC courses) was awarded are reviewed for possible credit. Some degree programs may require a higher minimum grade to satisfy graduation requirements. In accepting transfer work, Minnesota State Mankato uses all transferable grades, D and higher (grades of D- do not transfer, with the exception of MnTC courses), in calculating transfer earned hours and grades A - D (grades of D- and lower do not transfer) in the calculation of transfer GPA.

A student's grade point average at Minnesota State Mankato is based only on courses completed at Minnesota State Mankato. A transfer grade point average is carried as part of the student's total record. The Minnesota State Mankato and transfer grade point average are combined into a cumulative grade point average. Students are encouraged to review with their advisers how Minnesota State Mankato and combined grade point

averages are used (e.g. to determine eligibility for admission to programs, academic status, and graduation honors). Students who transfer should be aware of the University policy governing Satisfactory Academic Progress Standards (SAPS) for Undergraduate Students: <http://www.mnsu.edu/atoz/policies/satisfactoryacademicprogress2015.pdf>. Students who transfer should also review specific requirements concerning financial aid eligibility as outlined in University policy – Student Financial Aid Eligibility: Satisfactory Academic Progress Standards (SAPS): <http://www.mnsu.edu/atoz/policies/finalstudentfinancialaidelig15.pdf>.

Transfer of Occupational/Professional Course Credits

Minnesota State Mankato will accept in transfer as electives up to 16 semester credits of occupational and/or professional courses (also known as technical college credits) which are not comparable or not equivalent to specific courses taught at the receiving college or university. Students may petition a department/major for an evaluation of occupational/professional course credits believed applicable to the major.

Additional credits beyond 16 may be accepted into a major through a course substitution when approved by department/major, or as outlined in an approved articulation agreement for the duration of the agreement.

Transfer of Elective Credits

Minnesota State Mankato will evaluate all courses that do not have an equivalent course established. Following MinnState system procedure, The Office of Registration and Academic Records will use the Transfer Evaluation System (TES) to request academic departments review courses for equivalency at Minnesota State Mankato. The Office of Registration and Academic Records will provide a course outline to assist in review for MinnState courses. If a reviewer requires a course syllabus, Registration and Academic Records will notify the student that a syllabus is needed. During the academic year, a decision will be made and reflected in the degree audit within 30 days, unless a requested syllabus has not been provided.

Credit for Prior Learning

See Minnesota State Mankato Policy on Credit for Prior Learning for Undergraduate Students including but not limited to: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) credit, Military Course Completion following American Council on Education (ACE) Guidelines, Project Lead the Way (PLW) credit, StraighterLine, Sophia Learning, and Course Specific Examinations as determined by each academic department.

Transfer of Developmental Courses

Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, Minnesota Transfer Curriculum, general education goal areas 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 Minnesota State Mankato. This may differ from Financial Aid policies related to GPA calculation.

Credit Limit

Minnesota State Mankato 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 Minnesota State Board Policy 3.36 Academic Programs and Minnesota State Mankato Policy on Undergraduate Requirements for Award that establishes the number of credits taught by the faculty recommending the academic award (residency)

RATIONALE

Definitions

Articulation Agreement

Articulation Agreements are formal agreements between two or more colleges and universities to accept credits in transfer toward a specific academic program. Articulation Agreements are generally for specialized professional or technical programs offered at colleges (e.g., Associate of Science (AS), Associate of Fine Arts (AFA), Associate of Applied Science (AAS), diplomas, and certificates) that can be applied to a specific program/major at the receiving university, and the entire associate degree or program needs to be completed before transfer. The associate degree, diploma or certificate program is complementary with the baccalaureate degree. Each institution is responsible for developing articulation agreements with other institutions.

Minnesota State system procedure requires that any Associate in Science (AS) and Associate in Fine Arts (AFA) degree must articulate to at least one system four-year university, and all courses from the AS and AFA must transfer. Not all of the courses in an Associate in Applied Science (AAS), diploma or certificate will necessarily transfer and apply toward the baccalaureate degree, even when articulation agreements exist, and this usually requires additional courses to be taken at the university. There are also articulation agreements with universities outside of the Minnesota State system. A searchable database of articulation agreements is available at http://www.mntransfer.org/students/plan/s_agreements.php.

It is very important to speak with academic advisors when choosing the type of associate degree to pursue as early as possible to maximize transfer. Transfer frequently occurs without articulation agreements. See

Transferology for course-by-course transfer information. Although transfer is possible without an articulation agreement, some of the courses in a technical/specialized program may not transfer with direct equivalents without one.

(Reference: <http://www.minnstate.edu/system/cte/programs/Articulation.html>)

Consortium Agreement

Occasionally, students may need to take a course for their degree or certificate program through another college or university. The Consortium Agreement is a process where a student can add credits from another institution (Host School) to the credits or enrollment at Minnesota State Mankato (Home School) in an effort to increase their credit load and possibly the amount of financial aid. Credits completed at other institution(s) through a consortium agreement will be considered as resident (local) and reflected on the transcript along with the name of the institution where the courses were completed. Procedures for requesting a consortium agreement can be found at: <https://www.mnsu.edu/campushub/programs/special/consortium/>

Minnesota Transfer Curriculum (MnTC)

Each institution within the Minnesota State Colleges and University certifies the courses for the ten goal areas within the MnTC. Students choose courses in each goal area as required by the institution where they are intending to complete the MnTC. To complete the entire MnTC, students must earn a minimum of 40 credits in the ten goal areas, as well as the requirements for each of the goal areas. Passing grades (A to D-) for MnTC courses apply including transfer courses; however, a cumulative MnTC GPA of 2.0 is required to complete the entire 40 credit package. There may be specific MnTC courses that require a minimum grade. Note: Beginning January 1, 2002, all MnTC courses, goal areas, and completed MnTC (40 credits) offered by Minnesota State system institutions must transfer to other Minnesota State system institutions into the goal areas as designated by the original sending institution.

(Reference: http://www.mntransfer.org/transfer/mntc/t_mntc.php)

Reverse Transfer

The Minnesota State system periodically audits students for reverse transfer eligibility. Students are informed of eligibility and must consent to participate. Once a student has met all of the following criteria, an Associate of Arts (AA) degree can be conferred:

Completed the Minnesota Transfer Curriculum (MnTC)

Completed at least 12 credits at a community college

Transferred to a university

Completed at least 60 overall college level credits

(Reference: <http://www.minnstate.edu/admissions/reversetransfer.html>)

Transferology

Transferology is the recommended resource to view how courses will apply to Minnesota State Mankato. Transferology includes information on transfer for general education requirements, equivalent courses, and application to major or minor requirements. When viewing transfer information, users should refer to the timeframe/semester when the course was taken, not when it was transferred.

Transfer Evaluation System (TES)

TES is a tool used to research courses throughout the United States. It houses course catalogs, history, and transcript keys. The TES Workflow is MinnState's required method of evaluating courses for equivalency at Minnesota State Mankato.

To be considered as procedures to supplement this policy:

- **Upper division/lower division credit and course equivalencies**
- **Local appeals and escalation to system appeal**
- **Evaluation of unknown, elective, technical credits per system changes (likely implementation summer 2025)**

Policy:		
Formal Review Process	Date Submitted	Date Reviewed

✓ Vice President's Recommendation	Date
✓ President's Approval	Date