

Minnesota State University, Mankato University Procedure	
Procedure 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

PROCEDURE

This procedure supports the Acceptance and Evaluation of Undergraduate Transfer Credits Policy.

Submitting Transfer Credentials/Coursework to Minnesota State Mankato

Request that an official transcript(s) be sent directly to Minnesota State Mankato Admissions Office by each college or university previously attended, including Minnesota State institutions.

Transcripts which have not been sent directly from other colleges or universities, or personally delivered in a sealed envelope to the Minnesota State Mankato, will not be considered official documents by Minnesota State Mankato.

Transcripts must be sent from each previous institution even though all previous records may be summarized on one transcript. Minnesota State Mankato will only accept credit from official transcripts of the institution granting the credit.

Credits accepted in transfer will be placed in the term of first enrollment.

Transfer Credit Evaluation/Degree Audit Report

Students may typically expect to receive an evaluation of transfer work and a degree audit after the student is admitted to the University and before the student registers for classes, depending on date of admission and receipt of official transcripts. Students may expect to receive their initial evaluation within 10 business days. It may take longer

if the student's transfer work is not recent, if courses are sent for review for equivalency or the student has attended multiple colleges or universities. Courses transferring to meet major requirements may need further evaluation by the major department.

For students who have completed coursework at another MinnState institution, MSU Mankato will work to ensure timely consideration of the transfer work once the student has been admitted to the University. We understand the impact of the evaluation on academic standing and financial aid.

Admitted students receive a Degree Audit Report (DARS)

The degree audit report will indicate all s coursework that is transferable to Minnesota State Mankato and will also indicate the transfer equivalent at Minnesota State Mankato. Credit not previously evaluated (pending review) will be reviewed by the academic program/department or its designee (Office of Registration and Academic Records) following the process for evaluating elective credits via the TES workflow.

How to Read the Degree Audit Report (DARS)

Course number from sending institution.

Course title

The course title will show the title of the transfer course, whether or not there is an equivalent course established at Minnesota State Mankato. Credit hours awarded in transfer.

Minnesota State Mankato course number.

Note: With an exact match, the course number will be the Minnesota State Mankato equivalent.

Note: Coursework and institutions not listed are being evaluated for transfer credit by the academic program/department or its designee (Office of Registration and Academic Records).

International Credits

After acceptance, but BEFORE any possible transfer credit may be awarded, all transcripts or academic records from universities outside the U.S. must first be evaluated by a recognized outside agency as confirmation of the courses taken and grades earned. At the time of this policy's adoption, Educational Credential Evaluators, Inc. (ECE) serves as Minnesota State Mankato's preferred international credit evaluation agency. Students must submit a credit-by-credit evaluation. Information about the ECE evaluation process will be included in the letter of acceptance mailed with the I-20. Students may begin the ECE process prior to being accepted. There are other recognized credit evaluation agencies, and their names will be supplied upon request. There is also a list of recognized and allowable evaluation services at: <http://www.naces.org/>. If a student uses one of the other recognized agencies the evaluation will be allowed unless the department of the student's program of study specifies ECE. As an example, Minnesota State Mankato's College of Science, Engineering and Technology REQUIRES use of ECE. For more information concerning ECE, go to: <http://www.ece.org>.

Transfer Credit Appeal Process

Students may appeal transfer credit evaluations by contacting Registration and Academic Records. If an informal resolution is not reached, students may submit an appeal through the Transfer Review and Appeal process in e-services. The appeal process will encompass a re-evaluation of coursework by the academic program/department or its designee (Office of Registration and Academic Records.). Students who request a course be reviewed for equivalency are asked to submit a course syllabus if the transfer course is not from a MinnState institution, which provides more detailed information than a catalog listing. Students not satisfied with the ensuing transfer credit evaluation may appeal the decision by completing a MinnState transfer appeal.

Final Transfer of Credits

Transferable credits are officially added to a student's Minnesota State Mankato record upon receipt of the final college/university transcript through the Office of Registration and Academic Records.