

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

**POLICY**

The policy hereafter is applicable to undergraduate-level coursework.

**National Accredited Institutions**

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

**Non-Nationally Accredited Institutions**

Credit from colleges or universities that are not accredited by a national 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. 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) may be 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.

### Associate of Arts Degree (AA)

Students transferring an earned AA degree from a nationally accredited US institution will satisfy the General Education requirements of Baccalaureate degree at Minnesota State Mankato.

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

Students transferring with an earned AS or AAS degree must have 40 credits in Goal Areas 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/MnTC to be considered complete. Minnesota State Mankato Goal Areas 11-13 are not required.

## **Minnesota Transfer Curriculum (MnTC)**

Completion of MnTC fulfills the General Education requirement for any MinnState College or University; therefore, students transferring with a completed MnTC are not required to complete Goal Areas 11-13. Per Minn State system policy regarding MnTC, completion of goal areas at the sending institution will be accepted as completion of that same goal area at Minnesota State Mankato. Minnesota State Mankato will always assign courses into general education goal areas based on assignment at the sending institution. In the case where the sending institution has not assigned a course to any goal area, Minnesota State Mankato may evaluate and assign.

## **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 review standard will require at least 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 reflect course numbers from the Minnesota State Mankato catalog when 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 agreements. 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**

Minn 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 for which a grade of D or higher (grades of D- do not transfer with the exception of MnTC courses) was awarded will be evaluated. Degree programs may require a higher minimum grade to satisfy major requirements. Minnesota State Mankato uses all accepted transfer courses in the calculation of transfer GPA and credit hours.

## **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 agreement's duration.

## **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 will not be granted college-level credit; 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.

## **Credit Limit**

Minnesota State Mankato will not limit the total number of credits a student may earn through transfer; however, the residency requirement of Minnesota State Mankato must be met.

## **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 of Science (AS) and Associate of 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 the courses in an Associate of 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](http://www.mntransfer.org/students/plan/s_agreements.php).

It is especially 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) to increase their credit load and 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/campus/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](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 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. TES Workflow is Minn State's required method of evaluating courses for equivalency at Minnesota State Mankato.

<b>Policy:</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>