

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

Upon application 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. Credits accepted in transfer will be placed in the term of first enrollment. Minnesota State Mankato has access to the official transcripts of other Minn State Colleges or Universities once you have applied.

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.

Transfer Credit Evaluation/Degree Audit Report

Students should receive their initial evaluation of transfer work and a degree audit report within 10 business days of admission to the University and before the student registers for classes. The degree audit report will indicate all coursework that has been accepted in transfer and how it applies to university and major requirements. There are some instances when this may take longer. We understand the impact of a timely and accurate evaluation on student success.

Determining Course Equivalency

Per Minn State policy, Minnesota State Mankato uses TES Evaluation Tracker Workflow for courses that need to be routed to faculty for approval. Courses should be reviewed within 30 calendar days of proposed equivalency entered in TES. If there is no decision within 30 calendar days, Minnesota State Mankato will follow their escalation steps and timelines.

International Credits

Before any transfer credit is evaluated, 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. 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. For more information about ECE, go to <http://www.ece.org>. There is also a list of recognized and allowable evaluation services at <http://www.naces.org/>.

Transfer Credit Appeal Process

Students may inquire about their transfer credit evaluation by contacting Registration and Academic Records.

If at that point the student feels their credit was not evaluated per policy, they may appeal through the Transfer Credit Appeal Process. The appeal process will include a re-evaluation of coursework by the academic program/department or its designee. Students who request a course be re-evaluated 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 decision of the transfer credit appeal at the institution level may submit a MinnState transfer appeal.