DATE: December 20, 2007

TO: Chief Academic and Student Affairs Officers

FROM: Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs


Amendments to Policy 3.21.1 Undergraduate Course Credit Transfer and new Policy 3.37.1 Minnesota Transfer Curriculum approved by the Board and new Procedure 3.21.1 Undergraduate Course Credit Transfer and Procedure 3.37.1 Minnesota Transfer Curriculum approved by the Chancellor were implemented August 1, 2007. http://www.mnscu.edu/board/policy/index.html

While there is the expectation that all institutions will conform to the new policies and procedures, some elements of this transition may require additional time. I would like to take this opportunity to clarify expectations related to DARS and to the implementation of college and university policies.

Expectations related to DARS (items 1-3): The Office of Internal Auditing has found 26 institutions to be out of compliance with full implementation of the Degree Audit Reporting System (DARS) and the Course Applicability System (CAS). In order to implement some of the requirements in the new Procedure 3.21.1 Undergraduate Course Credit Transfer and Procedure 3.37.1 Minnesota Transfer Curriculum, DARS must be fully implemented. Some colleges and universities will not be able to comply until they have finished implementing DARS and CAS. In those instances, compliance with the procedures is expected as soon as reasonably possible after DARS and CAS have been implemented, but no later than June 30, 2008:

1) Procedure 3.21.1 "Each course from another institution determined to be equivalent to a system college or university course shall be entered into the Degree Audit Reporting System."--Implemented by June 30, 2008.

2) Procedure 3.37.1 MN Transfer Curriculum—“Each system college and university shall provide a MnTC Audit to accompany all outgoing transcripts.”--Implemented by June 30, 2008.
3) Implementation in DARS of goal assignments as determined by the sending institution:
“Each receiving system college and university shall accept a Minnesota Transfer Curriculum
course, goal area, or the entire curriculum as determined and documented by the sending
system college or university (Policy 3.37 MN Transfer Curriculum, Part 5).” If an institution
has evidence that another system institution has accepted a course as meeting a goal area,
then it is obligated to also accept the course as meeting the goal area at their institution. The
assignment of the goals at the receiving institution only as they were assigned by the sending
institution is to be implemented in DARS by June 30, 2008 (encoded in DARS for courses
taken by students at a system school ISRS term 20093, i.e. Fall, 2008, or later).

Expectations Related to Institution Transfer Policies and Procedures (item 4): Each college
and university will need to review its current policies and procedures and may need to make changes
according to the institution’s policy development process that would involve constituent input and
time to accomplish.

4) Each college and university shall implement policies and procedures to address transfer of
course credit and implementation of the Minnesota Transfer Curriculum consistent with the
requirements of Board Policy 3.21 and Procedure 3.21.1 Undergraduate Course Credit
Transfer and Board Policy 3.37 and Procedure 3.37.1 Minnesota Transfer Curriculum. All
institutions are expected to implement the institution’s policies and procedures consistent

For further information and assistance in implementing transfer policies and procedures contact
Program Collaboration and Transfer staff, JoAnn Simser,
joann.simser@so.mnscu.edu, 651-297-2285 or Louise Hoxworth, Program Manager,
louise.hoxworth@so.mnscu.edu, 651-649-5743.

Transfer resources and a clarification document with scenarios related to Policy 3.21 and Procedure
3.21.1 Undergraduate Course Credit Transfer and Policy 3.37 and Procedure 3.37.1 Minnesota
Transfer Curriculum are available at http://www.transfercenter.project.mnscu.edu >Transfer

Thank you for your thoughtful and dedicated efforts to continually improve the transfer experience
and the quality of the learning experience for students.

Attachment

c: Presidents
College and University Deans
Transfer Specialists
IFO President
MSCF President
MSUSA President
MSCSA President
MSUAASF President