



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

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## MEMORANDUM

DATE: December 20, 2007

TO: Chief Academic and Student Affairs Officers  
*Linda L. Baer*

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

SUBJECT: ASA-2007-22 – Implementation of Policy 3.21 and Procedure 3.21.1 Undergraduate Course Credit Transfer and Policy 3.37 and Procedure 3.37.1 Minnesota Transfer Curriculum

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 with Policies 3.21 and 3.37 and Procedures 3.21.1 and 3.37.1 by June 30, 2008.

For further information and assistance in implementing transfer policies and procedures contact Program Collaboration and Transfer staff, JoAnn Simser, [joann.simser@so.mnscu.edu](mailto:joann.simser@so.mnscu.edu), 651-297-2285 or Louise Hoxworth, Program Manager, [louise.hoxworth@so.mnscu.edu](mailto: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 Basics>Policies and Procedures>Clarification of Policies and Procedures.

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