

POLICY**MINNESOTA TRANSFER CURRICULUM**

Ridgewater College, as a member institution of the Minnesota State Colleges and Universities (MnSCU), shall establish and implement the Minnesota Transfer Curriculum as the package of lower division general education requirements in compliance with MnSCU Policy 3.37 – Minnesota Transfer Curriculum.

The Minnesota Transfer Curriculum (MnTC), established in Fall 1994, is the means by which students transfer their completed lower division general education requirements to any public college or university in Minnesota. Each receiving MnSCU college or university shall accept a Minnesota Transfer Curriculum course, goal area, or entire curriculum as determined and documented by the sending MnSCU college or university.

All MnTC courses shall be verified by the faculty of Ridgewater College as meeting the goals and student competencies agreed upon by representatives of all public higher education systems in Minnesota.

All students who enroll at Ridgewater College are eligible to complete the MnTC. Students who seek the Associate in Arts (AA) degree must complete the full MnTC. Students who seek the Associate in Science (AS) or Associate in Applied Science (AAS) degree must complete portions of the MnTC as specified in their program plans and in Ridgewater College's Graduation Policy.

History:

05.29.08 Adopted

PROCEDURES**MINNESOTA TRANSFER CURRICULUM**Implementation*Transfer Curriculum Goal Areas:*

The ten goal areas of the Minnesota Transfer Curriculum are:

1. Communication
2. Critical Thinking
3. Natural Sciences
4. Mathematical/Logical Reasoning
5. History and the Social and Behavioral Sciences
6. The Humanities and Fine Arts
7. Human Diversity
8. Global Perspective
9. Ethical and Civic Responsibility
10. People and the Environment

Ridgewater College courses which apply to these goal areas shall be published on a list maintained by the office of the Vice President of Academic Affairs and Student Services.

Criteria:

Ridgewater College shall use the criteria established for review of the Minnesota Transfer Curriculum to ensure consistent implementation across the MnSCU system. Documents available for reference on the MnSCU website (www.mnscu.edu) include:

- Checklist of Criteria for Evaluation of Courses Included in the Minnesota Transfer Curriculum
- Guidelines for the Review and Design of a Minnesota Transfer Curriculum
- Minnesota Transfer Curriculum Agreement

Courses:

New or revised courses proposed to be included in the Minnesota Transfer Curriculum shall be presented for approval to the Academic Affairs and Standards Committee (AASC). The AASC shall apply the criteria listed above to determine course eligibility and placement in Minnesota Transfer Curriculum goal areas.

Review:

Ridgewater College shall implement a periodic review process for its Minnesota Transfer Curriculum and the courses included as required by MnSCU.

Transfer of the Minnesota Transfer Curriculum*Transfer from a MnSCU College or University:*

- When a MnSCU college or university has determined that the entire Minnesota Transfer Curriculum has been completed by a student, the entire Minnesota Transfer Curriculum shall be accepted as complete for that student at Ridgewater College.

PROCEDURES**MINNESOTA TRANSFER CURRICULUM, continued**

- When a MnSCU college or university has determined that a Minnesota Transfer Curriculum goal area has been completed by a student, the goal area shall be accepted as complete for that student at Ridgewater College.
- When a MnSCU college or university has determined that a course meets goal area competencies for a student, the goal area competencies shall be accepted as meeting the same goal area at Ridgewater College.

Transfer from the University of Minnesota:

- When the University of Minnesota has determined that the entire Minnesota Transfer Curriculum has been completed by a student, the entire Minnesota Transfer Curriculum shall be accepted as complete for that student at Ridgewater College.
- If the student has not completed the entire Minnesota Transfer Curriculum at the University of Minnesota, Ridgewater College shall determine how each course meets MnTC requirements for that student.
- If evidence is presented that another MnSCU institution has assigned a University of Minnesota course to a goal area, Ridgewater shall accept the course as meeting the same goal area competencies for that student.

Transfer from Other Institutions:

- For course credits accepted in transfer from a regionally accredited institution, Ridgewater College shall determine how each course meets Minnesota Transfer Curriculum requirements. If evidence is presented that another MnSCU institution has assigned an accredited institution course to a goal area, Ridgewater shall accept the course as meeting the same goal area competencies for that student.
- If evidence is presented that another MnSCU institution has assigned a non-accredited institution course to a goal area, Ridgewater will NOT accept the course as meeting goal area competencies. Students with courses from non-regionally accredited institutions must demonstrate learning outcomes by choosing from an option based on Ridgewater College's Credit by Examination/Prior Learning Experience Policy.

Credit for Prior Learning:

If evidence is presented that another MnSCU institution has assigned Minnesota Transfer Curriculum goal area credit under a Credit for Prior Learning evaluation, Ridgewater College shall accept the credit as meeting the same goal area competencies for that student in compliance with MnSCU Procedure 3.37.1, Part 4D. Common methods of awarding this type of credit include portfolio or Prior Learning Experience, Advanced Placement scores, International Baccalaureate transcripts, and College Level Examination Program scores.

Grade Requirements:

Ridgewater College shall accept Minnesota Transfer Curriculum courses, completed goals areas, and the entire Minnesota Transfer Curriculum with the passing grades earned at the sending system college or

PROCEDURES**MINNESOTA TRANSFER CURRICULUM, continued**

university. Compliance with this MnSCU policy means that Ridgewater College will accept D grades in Minnesota Transfer Curriculum-assigned courses only, effective for students enrolling in Spring Semester 2008 and beyond. A 2.0 MnTC GPA that includes all transfer course grades as well as Ridgewater College course grades is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree. This GPA calculation will be made in the general education requirement section of a student's degree audit.

As specified in the Ridgewater College Graduation Policy, students must meet the grade requirements established by Ridgewater College for a specific program and degree. The calculation of this GPA will be based on Ridgewater College courses only and is the GPA that will appear on the Ridgewater College transcript.

Residence:

To be eligible for verification of completion of the Minnesota Transfer Curriculum by Ridgewater College, a student must have earned a minimum of 13 semester credits at Ridgewater College.

Disseminating Information*MnTC Course, Policy and Program Information:*

Ridgewater College shall publish the following information on the Ridgewater College website, in the printed catalog, and on this website: www.mntransfer.org:

- A current list of Minnesota Transfer Curriculum courses
- Information related to this MnTC policy and procedures
- Academic program requirements that include Minnesota Transfer Curriculum goal areas
- Appeal process information

MnTC Audit:

Ridgewater College shall provide a MnTC audit to accompany outgoing transcripts to all MnSCU colleges and universities and to the University of Minnesota, regardless of the program(s) the student pursued or completed at Ridgewater College.

Student Responsibility

The student is responsible for arranging for an official transcript and any other required supporting documentation.

Student Appeal*MnTC Transfer Course Appeal:*

The transcript evaluation provided to the student will show how transfer courses were applied to Minnesota Transfer Curriculum goal areas within the requirements of the student's program of study at Ridgewater

PROCEDURES**MINNESOTA TRANSFER CURRICULUM, continued**

College. If a student has questions about the application of transfer courses to MnTC goal areas, the first step is to contact the Transcript Evaluator for an explanation. If a mistake has been made or new evidence from the sending institution is presented, the goal area assignment will be corrected. In the event of continued disagreement regarding the assignment of transfer courses to goal areas, a student may appeal within one month of receiving the evaluation notice by completing a Student Petition form available in the Registration Office and attaching supporting documentation. The petition will be reviewed by the Vice President of Academic Affairs and Student Services, who will notify the student of the appeal decision and rationale in writing within one month.

System-Level Appeal:

If the student is not satisfied with the Ridgewater College transfer appeal decision, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system-level appeal.

History:

05.29.08 Adopted