|  |  |
| --- | --- |
| **MINNESOTA STATE COLLEGES AND UNIVERSITIES\***  **ARTICULATION AGREEMENT**  **BETWEEN** | **[INSERT NAME OF SENDING COLLEGE OR UNIVERSITY]**  **AND**  **[INSERT NAME OF RECEIVING COLLEGE OR UNIVERSITY]** |
| \*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities. | |

This Agreement is entered into between [**INSERT NAME OF SENDING COLLEGE OR UNIVERSITY]** (hereinafter sending institution), and [**INSERT NAME OF RECEIVING COLLEGE OR UNIVERSITY**] (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota.

The sending institutionhas established a **[NAME OF PROGRAM AND AWARD]** (hereinafter sending program), and the receiving institution has established a **[NAME OF PROGRAM AND AWARD]** (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

**Admission and Graduation Requirements**

1. The receiving institution’s admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
2. Students must fulfill the graduation requirements at both institutions.
3. Students must complete the entire sending program and meet the receiving institution’s admission requirements for the agreement to apply.

**Transfer of Credits**

1. The receiving institution will accept XX credits from the sending program. A total of XX credits remain to complete the receiving program.
2. Courses will transfer as described in the attached Program Articulation Table. For system institutions, once the courses are encoded, they will transfer as described in the uSelect Audit.

**Implementation and Review**

1. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
2. This Articulation Agreement is effective on mm/dd/yyyy and shall remain in effect until the end date of mm/dd/yyyy or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice.
3. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
4. This Articulation Agreement will be reviewed by both parties beginning mm/dd/yyyy (within six months of the end date).
5. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM ARTICULATION TABLE** | | | | | | | | |
|  | **College (sending)** | | | | **University (receiving)** | | | |
| Institution |  | | | |  | | | |
| Program name |  | | | |  | | | |
| Award Type (e.g., AS) |  | | | |  | | | |
| Credit Length |  | | | |  | | | |
| CIP code (6-digit) |  | | | |  | | | |
| Describe program admission requirements (if any) |  | | | |  | | | |
| **Instructions**   * List all required courses in both academic programs. * MnTC goal areas transfer to the receiving institution according to the goal areas designated by the sending institution. * Do not indicate a goal area for general education courses that are not part of the MnTC. * For restricted or unrestricted electives, list number of credits. * Credits applied: the receiving institution course credit amount may be more or less than the sending institution credit amount. Enter the number of credits that the receiving institution will apply toward degree completion. * Show equivalent university-college courses on the same row to ensure accurate DARS encoding. * Equiv/Sub/Wav column: If a course is to be encoded as equivalent, enter Equiv. If a course is to be accepted by the university as a “substitution” only for the purposes of this agreement, enter Sub. If a course requirement is waived by the receiving institution, enter Wav. If a course is to be accepted by the university as a MnTC goal area, restricted elective or unrestricted elective, leave the cell blank.   (To add rows, place cursor outside of the end of a row and press enter.) | | | | | | | | |
| **SECTION A - Minnesota Transfer Curriculum-General Education** | | | | | | | | |
| College (sending) | | | | University (receiving) | | | | |
| course prefix, number and name | | Goal(s) [[1]](#footnote-1) | Credits | course prefix, number and name | | Goal(s)1 | Credits Applied | EquivSub Wav |
| Minnesota Transfer Curriculum-General Education | | | |  | | | | |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
|  | |  |  |  | |  |  |  |
| **MnTC/General Education Total** | | |  |  | | | | |
| **Special Notes, if any:** | | | | | | | | |
| **SECTION B - Major, Emphasis, Restricted and Unrestricted Electives or Other**  (pre-requisite courses, required core courses, required courses in an emphasis, or electives (restricted or general) within the major). Restricted electives (in Major) fulfill a specific requirement within a major. Example A: “Chose two of the following three courses;” Example B: A Biology degree may require 40 science credits (20 credits of required courses + 20 credits of listed related courses, such as botany, genetics, sociobiology, etc. which students can select). | | | | | | | | |
| Major, Emphasis, Restricted, Unrestricted Electives or Other Courses | | | |  | | | | |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
| Restricted elective credits - list courses (if none enter 0) | | |  |  | | |  |  |
| Unrestricted elective credits (if none enter 0) | | |  | College’s unrestricted elective credits accepted in transfer (if none enter 0) | | |  |  |
| **Major, Emphasis, Unrestricted Electives Total** | | |  | **Total College Credits Applied**  **(sum of sections A and B)** | | |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION C - Remaining University (receiving) Requirements** | | |
|  | course prefix, number and name | Credits |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| University unrestricted elective credits not counted elsewhere (if none enter 0) |  |
| **Total Remaining University Credits** |  |
| **Special Notes, if any:** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION D - Summary of Total Program Credits** | | | |
| **College (sending) Credits** | | **University (receiving) Requirements** | |
| **MnTC/General Education** |  |  | |
| **Major, Emphasis, Unrestricted Electives or Other** |  |  | |
| **Total College Credits** |  | **Total College Credits Applied** |  |
|  | | **Remaining credit to be taken at the university (receiving institution)** |  |
|  | | **Total Program Credits** |  |
| **Special Notes, if any:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **College** | Name | Signature | Date |
| Chief Academic Officer |  |  |  |
|  |  |  |  |
| Title |
| **University** | Name | Signature | Date |
| Chief Academic Officer |  |  |  |
|  |  |  |  |
| Title |
| DARS Encoder |  |  |  |
| Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution. | | | |

7/22/2011

1. MnTC goal areas transfer to the receiving college/university according to the goal areas designated by the sending college/university [↑](#footnote-ref-1)