DARS Transfer
KEY ELEMENTS NEEDED

Recommended INCLTOP addition

The following statement or something similar should be in your INCLTOP requirements. Edit language to reflect other places your appeal process is published (catalogs, website, transfer sites).

Sample:
TRANSFER OF CREDIT: Once transfer credit has been evaluated, courses and their equivalencies should appear on this report. If you have questions about transfer decisions, please contact _____ (registrar, a specific office, etc.). Transfer appeal information can be found at: _____ (link, website address, etc.).

Waiving Goal Areas

A critical element of transfer within MnSCU is the recognition of Goal Area completion. The receiving institution must be pulling an EMNTC Audit using eTranscript. Review of that audit should show Goal completion and the receiving institution should proactively take action within DARS, either in transfer processing or by student exception to ensure that the student is informed at the time of the initial transfer evaluation which Goal Areas are already complete.

Documentation on a suggested process to Waive Goal Areas using DARS transfer processing is at: http://www.dars.mntransfer.org/updates/documents/pdf/update30.pdf

Documentation on a suggested process to Waive Goal Areas using DARS Exception processing is at:
http://www.dars.mntransfer.org/updates/exceptions/exceptiontypes/Req_12.pdf

Further note on this business practice: If the student's major at your institution after transfer is NOT a major that uses MNTC Goal Areas, it is likely that the waiving of goal areas is not deemed necessary. However, with the potential of someday having the ability for students to view Degree Audits for other majors, either within the current DARS web audit functionality or within the potential Graduation Planner tool, it is important to waive completed goal areas regardless of the students declared major at the time they begin attending your institution.

MnTC Goal courses

Transfer Articulation tables for MnSCU institutions must include articulated courses for all MnTC courses from all MnSCU institutions. Curriculum changes for MnSCU schools must be incorporated into Transfer Articulation tables and u.select in a timely manner.

New MnTC courses, as well as all new courses, can be electronically inserted into the TA tables. Curriculum Changes for MnSCU schools are posted at:
http://www.dars.mntransfer.org/updates/currchanges/changesmenu.html

- Whether inserted electronically, or added by the Target school, the TA tables should include and display all Source MnTC Minnesota Transfer Curriculum Goal courses.
- Transferred MnTC courses must articulate with the Source course's Goal area designation in effect when the student took the course.
- When Source courses change MnTC Goal areas, the TA tables must reflect the MnTC Goal changes.
- MnTC courses which are equivalent must be accepted with the Goal area(s) from the sending institution, even when the equivalent course has a different MnTC Goal(s).
- D grades on MnTC courses must be accepted in transfer.

Documentation for updating the Goal Area changes in MnSCU Transfer Articulation tables is at:
http://www.dars.mntransfer.org/updates/documents/pdf/Updating_the_Transfe.pdf

Documentation on using Reject Flags to accept equivalent MnTC courses with original Goals is at: http://www.dars.mntransfer.org/updates/documents/pdf/number28.pdf