

## **MnTC Audit Guiding Principles in DARS The EMNTC**

1. Each college and university shall pull MnSCU transcripts and electronic MNTC audits via eTranscript. Each college and university shall send the MNTC Audit with a transcript to University of Minnesota institutions
2. Campuses must articulate all MnSCU courses for all students. Institutions can no longer select the minimum number of courses needed in a program.
3. MnTC courses carry only the Goal(s) from the sending institution. A direct equivalent course, with differing Goals from sending institution, may only carry the Goal(s) of the sending institution's course. Colleges and universities may have to reject some of Goal areas for equivalent courses. Documentation for rejecting Goal areas is at:  
<http://www.dars.mntransfer.org/updates/documents/pdf/number28.pdf>
4. Exceptions on MNTC courses, Goal areas, and completion of the MnTC follow the student.
5. The completed MNTC is a minimum of 40 credits, in 10 goal areas, with a 2.0 GPA. College and Universities must bring in all successful MNTC courses and grades, and may define which 40 credits apply. Beyond the 40 minimum, institutions follow their own policies in determining how to include the remaining credits.
6. The MNTC Audit must include the GPA effect of all MNTC courses.

### **EMNTC Check list for campuses certifying completion of Goal Areas or the completed MnTC**

- Reporting of Transfer Schools for EMNTC– TRLOOKMNT  
<http://www.dars.mntransfer.org/updates/documents/pdf/number14.pdf>
- Unique COM : MNTC
- Waiving Goal Areas in Transfer Articulation  
<http://www.dars.mntransfer.org/updates/documents/pdf/update30.pdf>  
Alternately, complete a MNTC Goal requirement with an exception  
[http://www.dars.mntransfer.org/updates/exceptions/exceptiontypes/Req\\_12.pdf](http://www.dars.mntransfer.org/updates/exceptions/exceptiontypes/Req_12.pdf)
- Alternate GPA  
<http://www.dars.mntransfer.org/updates/documents/pdf/AlternateGPA.pdf>
- Weighted Average Grades  
<http://www.dars.mntransfer.org/updates/documents/pdf/WeightedAverageGrades.pdf>
- Accept D grades for MNTC courses from MnSCU institutions\*
- Display all 10 Goal Areas, regardless of the completion status
- Minimum 40 MNTC credits
- MNTC 2.0 GPA with home and transfer MNTC courses
- Goal requirements should display all possible courses for the Goal
- Exceptions on MNTC courses
- Goal 2 requirement for Goal 2 courses
- TA tables for MnSCU institutions must include articulated courses for all MNTC courses from all MnSCU institutions.

- MNTC course changes for MnSCU schools must be updated in the MnSCU TA tables.  
<http://www.dars.mntransfer.org/updates/currchanges/changesmenu.html>
- Note when your institution implemented the MNTC
- Note how quarter courses are included/not included in the audit  
<http://www.dars.mntransfer.org/updates/documents/pdf/Quarter%20courses%20and%20the%20EMNTCx.pdf>
- Include contact information for questions.
- Include requirement to display “Courses not used”.

## EMNTC Check list for technical colleges not certifying the MnTC

- Reporting of Transfer Schools – TRLOOKMNT  
<http://www.dars.mntransfer.org/updates/documents/pdf/number14.pdf>
- Unique COM : 2 character school code + MNT
- Accept D grades from MnSCU institutions\*
- Display all 10 Goal Areas, regardless of the completion status
- Exceptions on MnTC courses
- Goal 2 requirement for Goal 2 courses
- Goal requirements should display all possible courses for the Goal
- TA tables for MnSCU institutions must include articulated courses for all MNTC courses from all MnSCU institutions.
- MNTC course changes for MnSCU schools must be updated in the MnSCU TA tables. <http://www.dars.mntransfer.org/updates/currchanges/changesmenu.html>
- Note that your institution does not certify the MNTC.
- Note how quarter courses are included/not included in the audit.  
<http://www.dars.mntransfer.org/updates/documents/pdf/Quarter%20courses%20and%20the%20EMNTCx.pdf>
- Include contact information for questions.
- Include requirement to display “Courses not used”.

\*Do you normally not accept D grades?

Assign course condition code, based on the MnTC goal identity. (Programmer can add the condition code to do this.)

**Audit Appearance** options (COM settings on a unique MNT COM table):

Show only successful courses in Goal requirements. Display Goal title text on Goal requirements. Do not display sub-requirement title text.

Display unsuccessful courses in “Courses not used” requirement.

Prevent INCLBOT from printing with COM BOTLNECT, insert 0000

Remove FULLDEMO2 from the MNT COM

Prevent student name and address from printing with COM NMAIL, insert 0000

Set TRLOOKMNT requirement completion rules to “X-suppress all” for Required Count, GPA, and Required Sub-req’s; set Required Hours to E-Suppress earned”. Set sub-requirement Required Count, Required Hours and Required GPA to “E-Suppress earned”; sub-requirement Reporting Options to: “T: Only report title”.

**Resources:**

Minnesota Higher Education Bill 2001

[https://www.revisor.mn.gov/bin/getpub.php?pubtype=SLAW\\_CHAP&year=2001&session\\_number=1&chapter=1%20](https://www.revisor.mn.gov/bin/getpub.php?pubtype=SLAW_CHAP&year=2001&session_number=1&chapter=1%20).

Board Policy 3.21 Undergraduate Course Credit Transfer <http://www.mnscu.edu/board/policy/321.html>

Procedure 3.21.1 Undergraduate Course Credit Transfer

<http://www.mnscu.edu/board/procedure/321p1.html>

Board Policy 3.37 Minnesota Transfer Curriculum <http://www.mnscu.edu/board/policy/337.html>

Procedure 3.37.1 Minnesota Transfer Curriculum <http://www.mnscu.edu/board/procedure/337p1.html>

Clarification Scenarios: Undergraduate Course Credit Transfer Policy and Procedure 3.21/3.21.1, Minnesota Transfer Curriculum Policy and Procedure 3.37/3.37.1

[http://transfercenter.project.mnscu.edu/index.asp?Type=B\\_BASIC&SEC={3345AE68-934A-494D-B909-B931DA88B8B8}&DE={928914D0-8300-4738-A2E3-DF53F1ADDEE4}](http://transfercenter.project.mnscu.edu/index.asp?Type=B_BASIC&SEC={3345AE68-934A-494D-B909-B931DA88B8B8}&DE={928914D0-8300-4738-A2E3-DF53F1ADDEE4}) (If this document does not click to open, copy and paste the link into a browser.)

Minnesota State Colleges and Universities Memorandums referencing the MNTC

[http://www.mntransfer.org/transfer/mntc/t\\_docs.php](http://www.mntransfer.org/transfer/mntc/t_docs.php)

Updated: 08/12/15