

**MINNESOTA STATE UNIVERSITY  
ARTICULATION AGREEMENTS:  
Associate of Science  
Instructions and Template**

**Purpose:**

Articulation agreements are designed to ease students' transfer across institutions within the Minnesota State Colleges and Universities System.

Articulation Agreements are generally used to formalize transfer of student from diploma, certificate, associate of arts (AA), associate of applied science (AAS), or associate of science (AS) programs into baccalaureate programs.

**Instructions:**

- 1) Departments wishing to develop an articulation agreement should:
  - a. Notify and work with the Transfer Specialist in Admissions (x1822)
    - i. Receive answers to questions about which elements of section 2 of the template apply to your situation.
    - ii. Verify course equivalencies for any prerequisite or support courses to be included in the articulation agreement.
  - b. Notify and work with their Dean
  - c. Notify and work with Academic Affairs (x1333)
    - i. For approval and tracking of Articulation Agreements.
- 2) The language for all of Section 2: Transfer Guidelines and Policies, needs to remain as it appears in the template. Add only the name of the institution with which the agreement is being made.
- 3) MSU transfer course equivalency guides are updated by the Admissions Office transfer specialist on a semi-annual basis. Be sure to check the website at <http://www.mnsu.edu/dept/admiss/transfer/index.htm> This guide will serve as the foundation for completion of Section 3.1 Articulated Programs. It lists courses transferring for general education credits and is considered equivalent to specific MSU courses.

**Consultation and Review Before Signing**

- 1) Consult with the MSU transfer specialist and Academic Affairs prior to preparation of the articulation agreement.
- 2) The initial articulation agreement shall be reviewed by the MSU transfer specialist, Academic Affairs, and Minnesota State University's legal information specialist prior to securing signatures from participating institutions. After the agreement has been signed, copies will be provided to the legal specialist, the Registrar, and the Admissions Office through the Office of Academic Affairs. If the Articulation agreement includes joint enrollment, a copy will also be provided to the Financial Aid Office.

**Periodic Review of Existing Agreement**

- 1) The Office of Academic Affairs will develop and maintain a database of existing articulation agreements, and will send reminders to department chairs two months prior to the time for biennial review of existing articulation agreements.

F.Y.: 2001	Cost Center:	Obj. Code:	Amount:	Vendor #:	P.O. #:
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**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
MINNESOTA STATE UNIVERSITY, MANAKATO  
INTRA-AGENCY AGREEMENT**

**Transfer Articulation Agreement: Associate of Science  
Program:**

This form may ONLY be used for agreements between two or more members of the Minnesota State Colleges and Universities. This form may NOT be used for agreements with private parties or with the University of Minnesota. UNLESS ALL SIGNATORIES TO THIS DOCUMENT ARE EMPLOYEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES, THIS AGREEMENT SHALL BE INVALID AND UNENFORCEABLE.

- A. This Intra-Agency Agreement is entered into between Minnesota State University, Mankato (hereinafter MSU) and \_\_\_\_\_. The purpose of this Agreement is to provide a clear mechanism to facilitate the transfer of credits from \_\_\_\_\_ to MSU for students desiring to earn a degree in the \_\_\_\_\_ Program. .
- B. The parties agree that:

**1 INTRODUCTION**

Providing students with quality educational opportunities is a mission of Minnesota State University, Mankato and \_\_\_\_\_.  
(Insert brief comments about the transferring institution and MSU programs involved in the articulation agreement in this section. These comments should include a rationale for the agreement).

**2 TRANSFER GUIDELINES AND POLICIES**

**2.1 Credit Transfer—Articulated Programs**  
The evaluation and transfer of earned college credits shall be in full compliance with the Minnesota State Colleges and Universities’ Board of Trustees Policy Section 3.21: Undergraduate Credit Transfer and all other state and federal educational policies pertaining to undergraduate credit transfer. Current students and graduates, who have earned degrees or diplomas from \_\_\_\_\_, shall be eligible for credit evaluation under the terms of this agreement. Programs eligible for transfer under this articulation agreement are listed in section 3.1 of this document.

**2.2 Associate of Science Degree (AS) Transfers:**

**2.21** AS degree graduates will transfer all of their general education/Minnesota Transfer Curriculum (MnTC) coursework and any other successfully completed college level courses. MnTC coursework already completed as part of the AS degree will be applied to the MSU general education/MnTC requirements.

**2.22 General Education/MnTC Requirements:**  
AS transfer students must satisfy the general education/MnTC requirements of a MSU baccalaureate degree. MnTC coursework already completed as part of the AS degree will be evaluated by the MSU Transfer Specialist and applied to the general education/MnTC requirements at MSU. AS transfer students would have to complete any remaining MnTC and satisfy the following distribution requirements:

- Have 40 MnTC semester credits in categories 1 – 10, including the MnTC coursework transferred.
- Have at least one course in each of categories 3-10 and one course in areas 1A, 1B & 1C of category 1.
- Requirements for Category 11 are waived.

Major specific coursework that will transfer into the baccalaureate degree will be outlined in part 3.1 of this document.

**NOTE:** Specific general education/MnTC prerequisite support courses may be required of this program and will be listed in 3.1 Articulated Programs section of this document. Completion of these program-specific requirements may cause the transfer student to exceed the graduation requirement of 128 semester credits.

**2.23 Transfer of Credits:**

Each of the MSU programs listed in section 3.1 of this document will establish and maintain current course transfer guides. The transfer guides will be updated biennially for courses that will transfer from \_\_\_\_\_ into the related baccalaureate program at MSU. When a student transfers, courses will transfer in accordance with this agreement and be placed on the standard Transfer Credit Evaluation form by the Admissions Office Transfer Specialist.

- **MSU Transfer Course Equivalency Guides** may be viewed at the MSU transfer website: <http://www.mnsu.edu/dept/admiss/transfer/index.htm>

**3 ARTICULATED PROGRAMS**

**3.1 Articulated Programs**

After reviewing the attached program description materials, the faculty of the Department/s of \_\_\_\_\_, Minnesota State University and the faculty of the listed programs agree that these programs partially fulfill the requirements of the baccalaureate degrees specified and are appropriate for transfer.

**3.2 Agreement Review:**

Faculty in participating departments from both institutions will review and update the articulation agreement during each program review cycle.

**3.3 Articulation Agreement Timelines:**

\_\_\_\_\_ Effective Date

\_\_\_\_\_ Date of Review

\_\_\_\_\_ Date of Expiration

- C. This Agreement may be amended at any time with the mutual written consent of \_\_\_\_\_ and MSU.
- D. This Agreement will be effective on \_\_\_\_\_, and end on \_\_\_\_\_ 20xx. It may be cancelled at any time by mutual consent of the parties. However, the parties agree that arrangements will be made for students participating in the program at the time of cancellation to complete their program.
- E. Unless the parties have agreed to a different method of dispute resolution, as attached to this Agreement, they shall submit the dispute to the Chancellor or the Chancellor’s designee for resolution.

**APPROVED:**

**College Name**

**MINNESOTA STATE UNIVERSITY,  
MANKATO**

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Dean                                      Date

\_\_\_\_\_  
Dean                                      Date

\_\_\_\_\_  
Academic Vice President              Date

\_\_\_\_\_  
Academic Vice President              Date

\_\_\_\_\_  
President                                 Date

\_\_\_\_\_  
President                                 Date

**AS TO FORM AND EXECUTION**  
(College or University initiating agreement)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

MSU Articulation Agreement Tracking Number: \_\_\_\_\_

