



# North Hennepin Community College

## Procedure Information

**Number: 3.37.1**

**Name: Minnesota Transfer Curriculum**

Effective Date: **July 20, 2023**

Next Review Date: AY 2027-2028

### Regulatory Authority

- [Minnesota State Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum](#)
- [Minnesota State Board Policy 3.36 Academic Programs](#)
- [Minnesota State System Procedure 3.36.1 Academic Programs](#)
- [Minnesota State System Procedure 3.37.1 Minnesota Transfer Curriculum](#)

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## Part 1. Policy Background.

The purpose of this procedure is to delineate the processes for the implementation of and transfer of credit for the Minnesota Transfer Curriculum.

## Part 2. Definitions.

See NHCC Policy 3.37 for definition details.

## Part 3. Implementation.

North Hennepin Community College (NHCC) shall implement the Minnesota Transfer Curriculum as appropriate to its academic certificates, diplomas, and degrees consistent with criteria specified in Minnesota State System Procedure 3.36.1 Academic Programs, including consistent use of the titles, numbers, and order of the ten MnTC goal areas specified in the MnTC Agreement.

### Subpart A. Criteria.

NHCC shall use the following criteria as published on the System Office SharePoint site to ensure consistency of implementation of the MnTC:

1. Checklist of Criteria for Evaluation of Courses Included in the Minnesota Transfer Curriculum.

2. Guidelines for the Review and Design of a Minnesota Transfer Curriculum
3. Minnesota Transfer Curriculum Agreement.

### **Subpart B. Courses.**

1. Each course that is proposed for the Minnesota Transfer Curriculum will be brought to the Academic Affairs and Standards Council (AASC) for review following the above criteria.
2. A single course can address no more than two Goal Areas; however, Goal Area 2 may be assigned as an additional Goal Area, if applicable.
3. Goal Area 2: Critical Thinking is incorporated throughout the curriculum. A student upon completion of the degree or the MnTC will have fulfilled this requirement for transfer. Completion of any degree at NHCC (AAS, AS, AFA, or AA) also fulfills the Critical Thinking requirement.
4. A course must meet a majority (e.g., 3 of 4, 3 of 5, 4 of 6, 4 of 7) of the competencies to fulfill a goal.
5. All AASC forms for requesting MnTC approval must be completed in advance of the AASC meeting scheduled for presentation. This will include the specific goal area, competencies to be fulfilled for that goal area, and how each of the competencies will be assessed to document completion of the goal area.
6. Once AASC has approved the addition of the MnTC, it will be forwarded to the President for final approval.
7. Upon approval by the President, the course will be added to the curriculum record system, posted to the website, and any degrees affected will be changed to reflect the new courses. All new courses will go into effect the following semester or as determined through the AASC process.
8. All MnTC courses will have the goal areas indicated on the website and in the registration system. The listings of the MnTC will include the course indicator, course number, full title of the course, and goals areas fulfilled.

### **Subpart C. Academic Programs.**

NHCC will include the appropriate Minnesota Transfer Curriculum in all academic programs as specified in Minnesota State Board Policy 3.36, Academic Programs. Courses will be reviewed on a regular basis to confirm the requirements are maintained.

### **Subpart D. MnTC Requirements at North Hennepin Community College**

Course requirements to fulfill the MnTC at North Hennepin are determined through the Academic Affairs and Standards Council (AASC). A selection of specific courses that apply to each MnTC Goal Area are published on the NHCC website.

## **Part 4. Acceptance of Minnesota Transfer Curriculum.**

### **Subpart A. Transfer from a System College or University.**

NHCC shall accept a Minnesota Transfer Curriculum course, goal area, or the entire curriculum as determined and documented by the sending system college or university.

### **Subpart B. Transfer from the University of Minnesota.**

NHCC shall accept the entire Minnesota Transfer Curriculum as determined and documented by the University of Minnesota.

### **Subpart C. Transfer from Other Institutions.**

1. Course credits accepted in transfer from a higher education institution that is regionally accredited to NHCC will be evaluated to determine how each course meets the Minnesota Transfer Curriculum.
2. Course credits accepted in transfer from a higher education institution that is not regionally accredited to NHCC will be evaluated to determine how each course meets the Minnesota Transfer Curriculum.
3. Transfer from other institutions does not waive residency requirements as determined in NHCC Procedure 3.36.1 Degrees and Certificates.

### **Subpart D. Credit for Prior Learning.**

NHCC shall accept in transfer credits applied toward the Minnesota Transfer Curriculum according to Part 7, Subparts, A, B, and C of Minnesota State Board Policy 3.21 and NHCC Policy 3.21 and Procedure 3.21.1 Transfer Credit.

### **Subpart E. Grade Requirements.**

NHCC shall accept Minnesota Transfer Curriculum courses, goals and the entire Minnesota Transfer Curriculum with the passing grades earned at the sending system college or university, regardless of NHCC's grading requirements. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree.

A student who has met the MnTC requirements as described above must also meet the grade requirements established by NHCC for a specific program or for graduation requirements.

### **Subpart F. Minnesota Transfer Curriculum (MnTC) Audit.**

NHCC shall make an MnTC audit available to all Minnesota State institutions and University of Minnesota. The MnTC Audit shall be based on the minimum 40-credit, 10 goal area MnTC model, regardless of the program(s) the student pursued or completed at NHCC.

## **Part 5. Disseminating Information.**

NHCC shall publish information concerning the Minnesota Transfer Curriculum in its print and electronic program guide and transfer related publications. Published information shall include the following:

1. Minnesota Transfer Curriculum
2. Related policies and procedures
3. Academic program requirements for the Minnesota Transfer Curriculum
4. Appeal process for a transfer decision at NHCC and at the system level

NHCC shall provide its Minnesota Transfer Curriculum information for publication on the System Office SharePoint site.

## **Part 6. Student Responsibilities.**

The student is responsible for arranging for an official transcript and any other required supporting documentation to meet NHCC policy and procedures.

## **Part 7. Student Appeals.**

A student may appeal a transfer decision made by NHCC regarding the Minnesota Transfer Curriculum according to Minnesota State Board Policy 3.21 Undergraduate Course Credit Transfer and related System Procedure 3.21.1.

### **Subpart A. College-level Appeal.**

A student has the right to appeal a transfer decision. NHCC Procedure 3.21.1 Transfer Credit Part 4 delineates the steps for the appeal process. The next level of appeal will not be supported until all college-level appeals have been exhausted.

### **Subpart B. System-level Appeal.**

If the student is not satisfied with the transfer appeal decision from NHCC, the student may appeal the college decision at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties.

## **Part 8. Campus Review.**

<b>Review Action</b>	<b>Date(s)</b>
Diversity, Equity, and Inclusion Committee Review:	4/17/2023 - 5/12/2023
Campus Community Review Period:	3/2/2023 - 3/24/2023
AFSCME Review:	4/17/2023 - 5/12/2023
MAPE Review:	4/17/2023 - 5/12/2023
MMA Review:	4/17/2023 - 5/12/2023

Shared Governance Council Review:	4/21/2023
Student Senate Review:	4/20/2023
President Rolando Garcia Approval:	7/11/2023
Campus Community Dissemination:	7/20/2023

## **History**

- Fall 2017: Reviewed, removed section on program review of MnTC. Added clarification about residency and MnTC at NHCC.
- Spring 2023: Reviewed with minor edits.