

<b>MINNESOTA STATE COLLEGES AND UNIVERSITIES*</b> <b>TRANSFER AGREEMENT BETWEEN</b>	<b>MINNEAPOLIS COMMUNITY &amp; TECHNICAL COLLEGE AND METROPOLITAN STATE UNIVERSITY</b>
<p>*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.</p>	

This Agreement is entered into between MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE (hereinafter sending institution), and Metropolitan State 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 institution has established a Library Information Technology, A.A.S. (hereinafter sending program), and the receiving institution has established a History, B.A. (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**

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the graduation requirements at both institutions.
- C. Students must complete the entire sending program and meet the receiving institution's admission requirements for the agreement to apply, including grade requirements for courses and an overall GPA requirement.

**Transfer of Credits**

- A. The receiving institution will accept 60 credits from the sending program. A total of 60 credits remain to complete the receiving program.
- B. Courses will transfer as described in the attached Program Transfer Table. For system institutions, once the courses are encoded, they will transfer as described in the "Transferology" audit.

**Implementation and Review**

- A. 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.
- B. This Transfer Agreement is effective on 07/01/2020 and shall remain in effect until 07/01/2025 or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice.
- C. 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.
- D. This Transfer Agreement will be reviewed by both parties beginning 1/01/2025 (within six months of the end date).
- E. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

## PROGRAM TRANSFER TABLE

Check if the sending program \_\_\_\_ or receiving program \_\_\_\_ is new.

	College (sending)	University (receiving)
Institution	Minneapolis Community & Technical College	Metropolitan State
Program name	Library Information Technology	History
Award Type (e.g., AS)	AAS	BA
Credit Length	60	120
CIP code (6-digit)	25.0301	54.0101
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) <sup>1</sup>	Credits	course prefix, number and name	Goal(s) <sup>1</sup>	Credits Applied	Equiv Sub Wav
<b>Minnesota Transfer Curriculum-General Education</b>						
ENGA 1110 or ENGL 1110 College Composition	1	3	WRIT 131- Writing I	1	3	Equiv
ENGL 1111 Research and Composition for Change	1	3	WRIT 231 Writing II	1	3	Equiv
Choose any CMST Course that meets MnTC Goal Area 1	1	3	MnTC Elective	1	3	
INFS 1000 Information Literacy and Research Skills	2	2	INFS 115 Information Access	2	2	Equiv
INFS 2600 Ideas, Censorship and Politics	5, 8	3	MnTC Elective	5,8	3	
Choose any course from MnTC Goal Areas 1-10. The following courses are recommended: • SOCI 1160 Technology, Culture and Society	1-10	15	MnTC Elective	1-10	15	
		29				
<b>MnTC/General Education Total</b>		29				

<sup>1</sup> MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

**Special Notes, if any:** To complete the Library Information Technology A.A.S. degree students are required to successfully complete an additional 15 credits of General Education coursework. This coursework must be selected from at least four of the MnTC Goal Areas. Specific course that is recommended SOCI 1160. MnTC Goal Areas transfer to the receiving Minnesota State college/university according to the goal areas assigned by the sending institution.

### 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				
LIBT 1100 Information Agencies	3	Elective	3	
LIBT 1200 Technical Information Services	3	Elective	3	
LIBT 1300 Public Information Services	3	Elective	3	
LIBT 1400 Preserving History and Memory: Archives in Current Society	3	Elective	3	
LIBT 1410 Topics in Library Information Technology	1	Elective	1	
LIBT 2200 Collecting and Organization of Metadata	3	Elective	3	
LIBT 2210 Indexing and Abstracting	3	Elective	3	
LIBT 2300 Online Searching and Reference Services	3	Elective	3	
LIBT 2310 Library Community and Outreach Services	3	Elective	3	
LIBT 2500 Information Ethics and Legal Issues	3	Elective	3	
LIBT 2900 Library/Information Agency Internship	3	Elective	3	
Unrestricted elective credits (if none enter 0)	0	College's unrestricted elective credits accepted in transfer (if none enter 0)	0	
<b>Major, Emphasis, Unrestricted Electives Total</b>	<b>31</b>	<b>Total College Credits Applied (sum of sections A and B)</b>	<b>60</b>	

### SECTION C - Remaining University (receiving) Requirements

course prefix, number and name	Credits
Complete MnTC*	11
Complete Liberal Studies (LS) Requirement (upper division)**	8
HIST 301 Historical Interpretation	4
Introductory Electives (minimum of 2 courses, 6 credits). Required are 2 courses (minimum 6 credits) of introductory level electives; HIST 100- or 200-level or HIST 302-309 courses can fulfill this requirement	6
Upper division. Any 300 level or above courses at Metropolitan State or transfer equivalency. Outside U.S. History (8 credits) Women/Gender History (4 credits) Electives (8 credits). Upper division level courses in any geographical area or field. HIST 401 Topics Pro-seminar (4)	24
Research Capstone HIST 490 Historian as an Investigator: Historical Research	4
University unrestricted elective credits not counted elsewhere The number of credits depends on whether or not a student completes the LS requirement within the MnTC requirement	11
<b>Total Remaining University Credits<sup>2</sup></b>	<b>60</b>

**Special Notes, if any:** At least 40 of the required credits for the baccalaureate degree shall be at upper-division level. If a lower division course is shown as equivalent to an upper division course, the course transfers to Metropolitan State University as lower-division credit. This is important to keep in mind since the course will not count toward the 40 required credits of upper-division.

The actual number of credits needed to complete the MnTC depends upon:

- The number of required General Education/MnTC credits in your program at the community/technical college (Listed in Section A)
- A college's distribution requirements within the MnTC- all Minnesota State institutions require 40 credits in 10 Goal Areas, but colleges have different requirements as to how credits are distributed within the goal areas- e.g. Metro State requires two writing courses for Goal 1 (6 credits), the sending institution may require two writing courses plus a communication course (9 credits) in Goal 1.

- When MnTC electives are listed (i.e. no specific course is named), the number of goal areas a course meets will determine the number of courses you may need to take to fulfill the MnTC requirements- i.e., it's better to choose courses meeting more than one goal area.
- May need to include upper-division credits in order to fulfill the 40 credit upper-division requirement for graduation (see footnote).
- Consult an academic advisor (at either the sending or the receiving institution) to plan the completion of the MnTC requirement.

\*\*Liberal Studies Requirement: Eight (8) upper-division credits. An upper-division course number begins with a 3, 4 or 5. With good planning (consult an academic advisor), this requirement may be met by courses chosen to fulfill MnTC requirements

### SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	29		
Major, Emphasis, Unrestricted Electives or Other	31		
<b>Total College Credits</b>	<b>60</b>	<b>Total College Credits Applied</b>	<b>60</b>
		<b>Remaining credit to be taken at the university (receiving institution)</b>	<b>60</b>
		<b>Total Program Credits</b>	<b>120</b>

**Special Notes, if any:**

<sup>2</sup> At least 40 of the required credits for the baccalaureate degree shall be at the upper-division level. If a lower division course is shown as equivalent to an upper division course, check with the university to determine if it will count toward the 40 required credits of upper division.

College	Name	Signature	Date
Chief Academic Officer	Gail O'Kane	<i>Gail O'Kane</i>	2/25/2020
Dean	John Ford	<i>John Ford</i>	2/25/2020
Faculty	Elissah Becknell	<i>Elissah Becknell</i>	2/24/20
University	Name	Signature	Date
Chief Academic Officer	Amy Gort	<i>Amy Gort</i>	2/25/20
DARS Encoder	<i>Amber Eiger-Sinclair</i>	<i>Amber Eiger-Sinclair</i>	2/28/2020

Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.