

MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
TRANSFER AGREEMENT
BETWEEN

MINNEAPOLIS COMMUNITY AND TECHNICAL
COLLEGE
AND
METROPOLITAN STATE UNIVERSITY

*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.

This Agreement is entered into between **MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE, 1501 Hennepin Avenue, Minneapolis, MN 54403** (hereinafter sending institution), and **METROPOLITAN STATE UNIVERSITY, 700 E 7th St, St Paul, MN 55106** (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 **Associate of Arts with an Emphasis in Creative Writing** (hereinafter sending program), and the receiving institution has established a **Creative Writing 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 **01/01/2023** and shall remain in effect until **01/01/2027** 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 **07/01/2026** (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 and Technical College	Metropolitan State University
Program name	Emphasis in Creative Writing	Creative Writing
Award Type (e.g., AS)	Associate of Arts	Bachelor of Arts
Credit Length	60	60
CIP code (6-digit)	Emphasis: 23.1302 or Liberal Arts: 24.0199	23.1302
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) ¹	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
CMST 1000 Introduction to Communication Studies	1	3	MnTC Goal Area 1 Elective	1	3	
ENGA or ENGL 1110 College Composition	1	3	WRIT 131 Writing	1	3	Equiv.
ENGL 1111 Research and Composition for Change	1	3	WRIT 231 Writing II	1	3	Equiv.
MnTC Goal Area 3 Choose any MnTC Goal Area 3 with Lab	3	4	MnTC Goal Area 3	3	4	
MnTC Goal Area 3 (different subject) that meets MnTC Goal Areas 3 & 10	3,10	4	MnTC Goal Area 3 and MnTC Goal area 10	3,10	4	
MnTC Goal Area 4	4	3	MnTC Goal Area 4	4	3	

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

SECTION A Continued- Minnesota Transfer Curriculum-General Education

College (sending)			University (receiving)			
course prefix, number and name	Goal(s) ²	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
MnTC Goal Area 5 Choose any course. Recommend a course that also meets MnTC Goal Area 7	5	3	MnTC Goal Area 5	5	3	
MnTC Goal Area 5 (different subject) that meets MnTC Goal Area 5 and 9. WGSS 1101 is recommended	5,9	3	MnTC Goal Area 5 and 9	5,9	3	
MnTC Goal Area 6: Choose any course that meets MnTC Goal area 6 & 8 other than ENCW or ENLT courses.	6,8	3	MnTC Goal Area 6 and 8	6,8	3	
MnTC Electives	1-10	11	MnTC Electives	1-10	11	
MnTC/General Education Total		40				

Special Notes, if any:

Courses listed in Section B with a goal area in parenthesis may also be used to meet the MnTC, but credits can only be counted once.

One course may meet more than one Goal Area; however, credits can only be counted once.

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						
English Literature courses: Choose any two ENLT courses (6,7 or 6,8)	6		ENLT 1XXX level courses meet MnTC Goal Areas 6,7 or 6, 8		6	
Creative Writing Courses: Choose any 3 ENCW courses from the following list:						
ENCW 2210: Introduction to Creative Writing (6)			MnTC Goal Area 6			
ENCW 2212: Introduction to Creative Non-Fiction Writing (6)	9		MnTC Goal Area 6		9	
ENCW 2214: Introduction to Writing Poetry (6)			MnTC Goal Area 6			
ENCW 2215: Introduction to Writing Fiction (6)			MnTC Goal Area 6			
ENCW 2216: Introduction to Writing Literature for Children						
Restricted elective credits - list courses (if none enter 0)	0					
Unrestricted elective credits (if none enter 0): Choose any MnTC courses to bring the total to 60 credits	5		College's unrestricted elective credits accepted in transfer (if none enter 0)		5	
Major, Emphasis, Unrestricted Electives Total		20	Total College Credits Applied (sum of sections A and B)		60	

² MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

SECTION C - Remaining University (receiving) Requirements


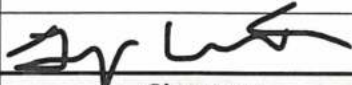

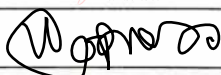
	course prefix, number and name	Credits
	Complete GELS (General Education/Liberal Studies) <i>Must complete at least 48 credits.</i> MnTC completed in Sections A & B (40 credits) 8 Liberal Studies courses remain which can be fulfilled within the program. All courses listed below are Liberal Studies except for WRIT 251, WRIT 377, WRITS 598/598G and MDST 520/520G	
	Prerequisites	3-4
	WRIT 251: Introduction to Creative Writing (3 credits) Or WRIT 359: Boot Camp: Creative Writing (4 credits) (Note: This course may count either as prerequisite or an elective, but not both)	
	Required Courses: 21 Credits <i>Either Writ 353 OR Writ 354 is required</i>	
	WRIT 353 Writing Short Fiction (4)	21
	Or WRIT 354: Writing Poetry (4)	
	WRIT 357: Writers as Readers (4)	
	WRIT 358: 100 Words or Less (4)	
	WRIT 371: Editing (4)	
	WRIT 481: Advanced Creative Writing (5)	
	Electives: 16 Credits <i>Four credits may be in professional writing, screenwriting, playwriting, literature, or linguistics. The following courses may be repeated once for credit: WRIT 324, WRIT 352, WRIT 353, WRIT 354, WRIT 355, WRIT 358, WRIT 481.</i>	
	INFS 315: Searching for Information (4)	16
	INFS 338: The Craft and Commerce of Book Publishing (4)	
	MDST 520: Digital Storytelling (4)	
	TCID 344: Writing for Publication and Profit (4)	
	TCID 377: Writing Proposals and Grants (4)	
	TCID 583: Writing Major Projects (4)	
	WRIT 300: Creative Writers, Identity and Race in the Twin Cities (4)	
	WRIT 324: Topics in Writing (4)	
	WRIT 352: Writing Memoir and Creative Fiction (4)	
	WRIT 353: Writing Short Fiction (4)	
	WRIT 355: Writing Children's Literature (4)	
	WRIT 356: Writing Humor (4)	
	WRIT 358 1000 Words or Less (4)	
	WRIT 359: Boot Camp: Creative Writing (4)	
	WRIT 481: Advanced Creative Writing (5)	
	WRIT 532: Writing about Place (4)	
	WRIT 598: Advanced Topics in Creative Writing (4)	
	University unrestricted elective credits not counted elsewhere (if none enter 0) Note: See Special Notes (below) for the 40 upper-division credit requirements for graduation	19-20
	Total Remaining University Credits²	60
Special Notes, if any:		

SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	40		
Major, Emphasis, Unrestricted Electives or Other	20		
Total College Credits	60	Total College Credits Applied	60
		Remaining credit to be taken at the university (receiving institution)	60
		Total Program Credits	120

Special Notes, if any:

² 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
Vice President of Academic Affairs	Gail O'Kane		9/17/23
Academic Dean			
Faculty	Darren Wieland		8/30/2023
University	Name	Signature	Date
Provost	Amy Gort	Amy Gort <small>Digitally signed by Amy Gort Date: 2023.10.04 12:58:09 -05'00'</small>	
Academic Dean/ Department Chair	Michael Anderson/ H. Julie Kae	Michael F. Anderson <small>Digitally signed by Michael F. Anderson Date: 2023.10.03 10:47:56 -05'00'</small> 	10/2/23
DARS Encoder	Terri Topness		10/13/23

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

