

Instructions—Articulation Agreement Template and Program Articulation Table

Articulation Agreement Template

Required Information:

1) Heading, Opening Paragraphs, Admission and Graduation

Requirements: Enter college/university names, program names, and awards as indicated on the template. Check for accuracy before submission. System program names and awards need to correspond with the approved program inventory. Links to non-system colleges/universities can be found at the [Minnesota Office of Higher Education](#)¹; program names and awards listed on the agreement need to be verified for accuracy with the non-system institution.

2) Transfer of Credits

Type A: All credits from a sending program must count and apply toward completion of an award at the receiving college/university.

For "Type A" awards described below, enter the number of credits that are to be accepted in transfer and applied toward the receiving program and award. Enter the number of credits that remain to be completed in the receiving program and award.

For an AA degree program. Associate in Arts degree programs transfer within the system and the University of Minnesota. Do not submit an articulation agreement to the Office of the Chancellor.

For an emphasis within an AA degree program. An Associate in Arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields, provided there is an articulation agreement with a baccalaureate major offered by at least one system university.

For an AS or AFA degree program. The Associate in Science and Associate in Fine Arts degrees are designed to transfer in their entirety to a related baccalaureate program by way of an articulation agreement.

¹ <http://www.ohe.state.mn.us/sPagesOHE/instSearch.cfm>

Type B: All or some credits may count toward completion of an award at the receiving college/university

When articulation agreements are written for "Type B" awards described below, enter the number of credits that are to be accepted in transfer and applied toward the receiving program and award. Enter the number of credits that remain to be completed in the receiving program and award.

For an AAS degree. No articulation agreement is required, but all or part of an Associate in Applied Science degree may transfer to a related baccalaureate program.

For a diploma or undergraduate certificate. No articulation agreement is required. Course by course equivalencies must be entered into DARS (Degree Audit Reporting System) and can be verified through u.Select.

An articulation agreement may be prepared to transfer diplomas or certificates. The number of credits that transfer must be indicated on the Template and the Program Articulation Table.

Type C: Individual courses.

Enter course equivalencies into DARS. Do not submit an articulation agreement to the Office of the Chancellor.

3) Terms of Agreement

- Review the Terms of Agreement before signing.
- Enter the names of both the sending and receiving institution.
- Enter the effective date and end date. The end date may be no longer than five years from the effective date.
- Enter the review date. The review date is up to six months before the end date.

4) Additional Information

The Articulation Agreement may include additional language about joint admission, collaboration practices or other information.

A. If joint admission is included as part of the agreement, the following language may be used:

Joint Admission:

Students may be admitted to both institutions simultaneously. With joint admission, students receive a place in [receiving institution] [program award and name] upon transfer from [sending institution] and [sending program award and name or award] if they meet the requirements listed in the Program Articulation Table.

Both institutions will work together to develop counseling, advising, transcription, registration and financial aid procedures to facilitate concurrent enrollment of students.

Financial aid will be disbursed to the student by only one institution, whichever institution is designated as the student’s home institution.

B. If collaboration practices are included as part of the agreement, the following language may be used:

Collaboration Practices:

Faculty at both institutions will cooperate in scheduling course offerings in a convenient, flexible manner. The resources of both institutions, including faculty and space, will be used in a manner that enhances the educational opportunities available to students.

C. Other language may include:

- 1) estimated time frame for completion (based on full-time enrollment)
- 2) lifespan of course credits (if any)

Program Articulation Table

Articulation of AFA, AS, AA with Emphasis degree programs. The table must document that all courses leading to an associate in fine arts (AFA), an associate in science (AS), or an emphasis in associate in arts (AA - emphasis) transfer and count toward completion of a specific baccalaureate degree. Enter the course prefix, name and number of equivalent transferable credits in the appropriate curriculum component sections of the Table. In addition to listing transferable credits enter the total credits in each component in both degree programs.

Example: Equivalent Transferable Credits			
General Education			
University		College	
course prefix, number and name	Cr	course prefix, number and name	Cr

MATH 1102 Calculus I	3	CALC 1002 Calculus I	3
ENGL 1201 Composition I	3	ENGL 1200 Composition I	3
PHYS 1101 Fundamental Physics	4	PHYS 1101 Physics I	4
Additional general education credits (including MnTC requirements)	30	Additional general education credits accepted in transfer (including MnTC requirements)	20
Total General Education	40	Total General Education	30
Major			
University	College		
course prefix, number and name	Cr	course prefix, number and name	
BIOL 101 General Biology	4	BIOL 120 Biology I	4
PSYC 112 General Psychology	3	PSYC 101 General Psychology	3
PSYC 250 Human Development – Lifespan	3	PSYC 202 Developmental Psychology	3
ECON 120 Macroeconomics	3	ECON 102 Macroeconomics	3
Additional major credits	27		
Total Major	40		13

One or more college courses can be combined to meet the requirements of a university course(s).

Example: Combined Courses			
Major			
University	College		
course prefix, number and name	Cr	course prefix, number and name	
BIOL 105 Biology I AND BIOL 106 Biology II	8	BIOL 1154 General Biology: Cell to Organism (4) AND BIOL 1155 General Biology: Organism to Ecosphere (4) Students must complete both courses with a grade ≥2.0 in each course.	8

Articulation of Associate in Applied Science degrees: Courses in Associate in Applied Science degrees may transfer on a course-by-course basis, or as a block, based upon individual agreements between colleges and universities. Align individual courses with the equivalent university course. When courses transfer as block, indicate the total number of credits being accepted in transfer (minimum of 16 technical credits).

Example: Block of Credits			
Major			
University		College	
course prefix, number and name	Cr	course prefix, number and name	
Technical Credits accepted in transfer	30	Technical Credits	30
Additional major credits not counted above	30		
Total Major	60		30

Double Counting: Courses may meet requirements for both general education and the major and/or required minor. If a course meets both requirements, list it in both the general education and the major or minor component sections of the form. After

summing all credits, adjust the total so that double-counted credits will not be counted twice.

Example: Double Counting			
General Education			
University		College	
course prefix, number and name	Cr	course prefix, number and name	Cr
MATH 1102 Calculus I	3	CALC 1002 Calculus I	3
ENGL 1201 Composition I	3	ENGL 1200 Composition I	3
PHYS 1101 Fundamental Physics	4	PHYS 1101 Physics I	4
Additional general education credits (including MnTC requirements)	30	Additional general education credits accepted in transfer (including MnTC requirements)	20
Total General Education	40	Total General Education	30
Major			
University		College	
course prefix, number and name	Cr	course prefix, number and name	
MATH 1102 Calculus I	3	CALC 1002 Calculus I	3
PHYS 1101 Fundamental Physics	4	PHYS 1101 Physics I	4
Subtract double counted credits, when applicable	-7		-7
Grand Total Credits in Award	XXX		XX

Transfer of courses from one level to another. Lower division courses can transfer to upper division level if accepted by the university.

Transfer of Nonequivalent courses. Courses that are not equivalent should be listed either as electives within the major (if that is the case), or as general electives. If there are no general electives available in the baccalaureate degree program, the credits may not be required in the associate degree. In no case, should college students be required to complete more total credit hours than the baccalaureate degree requires of students who complete the entire program at the university.

Transferring Courses to a Specific Required Minor. College courses may transfer as the equivalent of courses when a specific minor is required, For example, a biology degree program that requires a chemistry minor may accept equivalent college chemistry courses in transfer. Do not list college courses for an optional minor as it is not known which minor a student may select, if any.

Revisions. Program articulation agreements must be kept current with changes in curriculum, policy and procedure.

Curriculum components:

General Education: General education requirements must be consistent with policy and procedure governing the Minnesota Transfer Curriculum. In some cases, specific general education courses may be required by the college and/or the university. Every effort should be made to align college courses with required university general education courses to help students prepare for an efficient transfer. List only required general education courses in the table; report the balance of credits as a total number.

Major: There are several possible components in a major: required prerequisite courses, required core courses, required courses in an emphasis (a specialized related area of knowledge to the core), and electives (restricted or general) within the major.

Emphases: An Associate in Arts degree may have emphases that must be articulated to a specific major in the liberal arts and sciences. Associate in Fine Arts and Associate in Science degrees may not have emphases. However, these awards can include courses that transfer to only one specific baccalaureate emphasis.

Electives: The purpose of electives is to allow students an opportunity to explore new knowledge within the major, or within the degree as a whole. However, electives can only be required in the college degree program if they fit within a component of the baccalaureate degree program. There are three types of electives:

Restricted Elective (in Major). Restricted electives fulfill a specific requirement within a major. Example: "Chose two of the following five courses." The term "or" is sometimes included in the text describing these electives.

Unrestricted Elective (in Major). Unrestricted electives fulfill broad requirements within the major. A student is given considerable latitude in selecting courses in the major. Example: A Biology degree has 40 credits that requires 20 credits of specific courses, and 20 credits of additional biology courses, usually selected from a long list. Some students may choose more courses in botany, others more courses in genetics.

General Elective (in degree). General electives can be fulfilled by any course in the college or university. Example: In a 120 credit baccalaureate degree, when general education is 40 credits, the major is 40 credits, and a minor is 20 credits, the remaining 20 credits can be taken in any department. General electives are sometimes referred to as "free" electives.

Distribution of Articulation Agreements	
<p>Colleges and Universities</p> <p>Submit a copy of the final signed Articulation Agreement to the individuals listed.</p>	<ol style="list-style-type: none"> 1) President 2) Chief Academic Officers* 3) Deans and Designees 4) Department Faculty Member 5) Transfer Specialists 6) Counselors/Advisor 7) DARS Encoder(s)/u.select Administrator 8) Articulation Agreement Posting Contact**

	<p>*Provide the DARS encoder with the course equivalencies outlined in the <i>Program Articulation Table</i> and clarify those that are applicable to a) all students or b) only students utilizing this articulation agreement.</p> <p>** Submit PDF for posting on www.mntransfer.org</p>
<p>Academic Programs</p> <p>Submit Articulation Agreements for New Program, Reinstatement, and 60/120 Credit Change applications only to Academic Programs.</p>	<p>Academic Programs Minnesota State Colleges and Universities Wells Fargo Place 30 7th St. E., Suite 350 St. Paul, MN 55101-7804 651.297.3550 margie.takash@so.mnscu.edu</p>
<p>Program Collaboration & Transfer</p> <p>For questions about posting articulation agreements on the www.mntransfer.org Web site, contact Program Collaboration & Transfer.</p>	<p>Program Collaboration & Transfer Minnesota State Colleges and Universities Wells Fargo Place 30 7th St. E., Suite 350 St. Paul, MN 55101-7804 651.649.5743 louise.hoxworth@so.mnscu.edu</p>