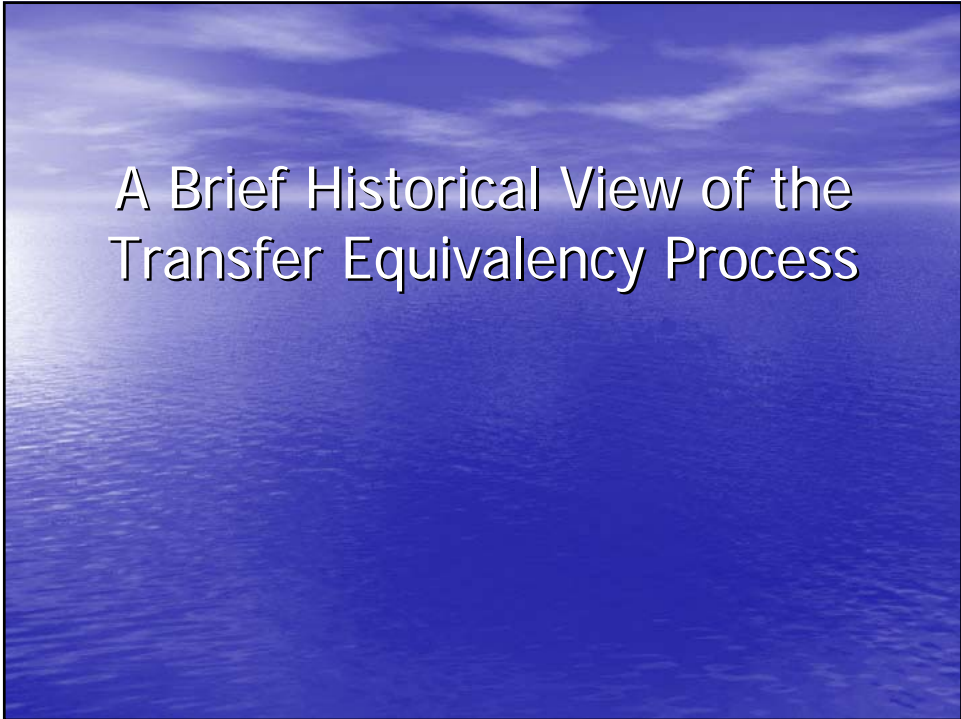


EQUIVALENCIES,  
SUBSTITUTIONS AND  
WAIVERS.....OH MY!

*AND OTHER RELATED ITEMS*



A Brief Historical View of the  
Transfer Equivalency Process

- TO: Department Chairs
- Program Coordinators
- Faculty
- Deans
  
- FROM: Marcius Brock, Associate Registrar
- Andrew Hlubek, Asst. Director Admissions
- Ron Nickerson, Faculty Chair, Gen Ed
- Marie Pomije, Faculty Chair, UCAP
- Warren Sandmann, Administrative Chair, UCAP
  
- DATE: 14 September 2005
- RE: Course equivalencies
  
- As our campus community settles into fall semester activity, we want to remind you about the course equivalency procedure effective 9-19-05. This procedure can be accessed on-line at: <http://www.mnsu.edu/acadaf/pdfs/ProcessforDeterminingEquivalency.pdf> Please note that course equivalencies and course substitutions are not identical. This procedure was developed to help clarify the differences.
- In short, transfer courses will be evaluated using an equivalency database. Current equivalencies are incorporated in the database and encoded in DARS. New equivalencies will be developed in conjunction with the MSU department of content expertise. For example, the Mathematics Department determines equivalencies for mathematics courses; the Speech Communication Department determines equivalencies for speech courses and so on. The processes are further described in the on-line document noted above. Once a department determines that a transfer course is equivalent to a course offered by their department, the transfer course will be entered into the equivalency database and encoded in DARS.
- The equivalency list for common transfer courses (MinSCU and regional) is managed by Andrew Hlubek. Each department is encouraged to schedule a meeting with Mr. Hlubek early this fall to review and update their respective equivalency list. This course equivalency information can be found on-line at: <http://mnsu.edu/admissions/transfer/equivalency/index.shtml>.
- The interpretation of the courses entered into DARS is managed by Marcius Brock. The technical aspects of DARS and DARS Transfer are managed by David Reinen. Once an equivalency is encoded in DARS, any transfer student will receive "credit" for completion of that equivalency towards any program or course of study while at MSU. Note that courses cannot be placed in the database without the appropriate department's review. Further, courses cannot be removed without the content expertise department's review. Thus annual review of equivalencies is essential.
  
- c: Scott R. Olson, Vice President for Academic Affairs
- Stephen Bohnenblust, Faculty Association President
- David Gjerde, Registrar
- Walt Wolf, Admissions Director



MINNESOTA STATE UNIVERSITY  
MANKATO

From: Department of \_\_\_\_\_ (Chair Initials)

To: Office of the Registrar

RE: Transfer Equivalencies

The Department of \_\_\_\_\_ authorizes the Office of the Registrar to determine course equivalencies for all 100/200 level courses only, (as well as all 300/400 General Education courses), in the department. This authorization means that the Office of the Registrar will determine equivalencies for the Department of \_\_\_\_\_ and these equivalencies will apply for all majors and minors within the department named above, and will also apply for pre-requisites for other majors and general education within said department. The timeline will be from \_\_\_\_\_ until \_\_\_\_\_.


Department Chair Signature \_\_\_\_\_

Office of the Registrar, Minnesota State University, Mankato, 132 Wigley Administration Center,  
Mankato, MN 56001

A member of the Minnesota State Colleges & Universities System, Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities by calling the Office of the Registrar at 507-389-6266 (V), 800-627-3529 or 711(MRS/TTY). Revised 10/06

# TRANSFER COURSE EQUIVALENCY REQUEST

This occurs when an academic program requests to have a transfer course equated with an MSM course based upon the specific academic content; this will affect not just one particular student but all students within the matriculation process. Please note that a transfer course only needs to be about 75% equivalent to an MSM course for content approval!



**TRANSFER COURSE EQUIVALENCY FORM**  
MINNESOTA STATE UNIVERSITY, MANKATO

Office  
132 Wigley Admin  
Mankato, MN  
507-389-6266 (voice) 507-389-6266 (fax)  
Registrar

Please submit this form to the respective academic department. The academic department will deliver this form to the Office of the Registrar for processing. All supporting documents, e.g. transfer audits, syllabi, course descriptions, etc. should accompany this form to assist academic departments with their decisions.

Name of Transfer College/University: TIMBUKTU UNIVERSITY

\* The catalog year of the MSU equivalent courses MUST be the same as the catalog year in which the course was taken at the transfer institution. Example: A course taken at Montana State in Fall 1994 must be equated to an MSU course in our 1994-95 catalog.

Transfer Course:				** MSU, Mankato Equivalent course:			
Department Name	Course Title and Number	*Catalog Year of Course	Credit Hours Sem/Qtr (circle one)	Department Name	Course #	Course Title	Credit Hours
Sociology	Family Matters 112	2001	4	Sociology	180	Family Psychology	4

\*\*Note: An equivalency does not determine placement into General Education categories; placement of transfer courses into General Education is determined by the Office of the Registrar. Once an equivalency is established, it will apply to all major, minor, and General Education Requirements.

Academic Department: Sociology Department Representative's Name: Gladice Nite  
(Please print)

Department Representative's Signature: Gladice Nite Tech ID: 00000271 Date: 1/29/07

Registrar's Signature: Mark Ek Date: 2/2/07

Useful Links  
<http://www.mntransfer.org/Campus/catalogonline.html> - Minnesota Colleges  
<http://www.clas.ufl.edu/au/> - U.S. four-year Institutions  
<http://www.incl.edu/dist.maricopa.edu/ce/> - U.S. Community Colleges

A member of the Minnesota State Colleges & Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. This document is an alternative format to individuals with disabilities by calling the Office of the Registrar at 507-389-6266 (V), 800-627-3529 or 711(MRS/TTY).

Minnesota State University, Mankato Office of the Registrar

## REPEAT COURSE FORM

*Please use one form per request.*

Student Name YAYE M. HIPP Request Date 3/1/07

First Attended Minnesota State Mankato FALL - 2002  
(Semester) (Year)

Tech ID 45456060 File Number 237291

<b>ORIGINAL COURSE</b>	Minn. State <input checked="" type="checkbox"/>	Transfer <input type="checkbox"/>	Term <u>SPRING</u>	Year <u>2004</u>	College/University _____
	<u>224</u>		<u>ADV. ALGEBRA</u>		<u>4</u> <u>B</u>
	Course Number		Course Title		Credits Grade

<b>REPEAT COURSE</b>	Minn. State <input type="checkbox"/>	Transfer <input checked="" type="checkbox"/>	Term <u>FALL</u>	Year <u>2004</u>	College/University <u>JACKSON C.C.</u>
	<u>310</u>		<u>ADV. ALGEBRA</u>		<u>4</u> <u>A</u>
	Course Number		Course Title		Credits Grade

**For non-Minnesota State Mankato Transfer Repeat Courses**  
(Please provide course description)

\*Department signature required for non-Minnesota State Mankato repeat courses only.  
If signed, please return this form directly from the department to the Office of the Registrar.

*Cherished Boyd*  
Department Official Signature
3/1/07  
Date

**Department Only:**

Please check box if this course has been repeated by a Minnesota State Mankato course of the same year; and is desired to be used as a university-wide equivalency. This course will be encoded into the DARS system for all students to utilize for degree auditing purposes.

**Return this completed form to the Office of the Registrar, WA 132**

A member of the Minnesota State Colleges and Universities System.

## Admissions Role with Equivalency Process

- ✓ Year round project
- ✓ Transfer Specialist visits Dept. Chairs
- ✓ Review of MN CC's and some technical schools (couple CC's in Iowa)
- ✓ Upcoming select 4-year course review

- **Current Equivalency Guides (covering the 2005-2006 academic year)**
- Course equivalencies for courses transferred into Minnesota State University, Mankato according to MSU's 2005-2006 course bulletin are available for the following institutions:
- **Minnesota Community Colleges and Minnesota Community & Technical Colleges**
- [Anoka-Ramsey Community College](#)
- [Bethany Lutheran College](#)
- [Central Lakes College](#)
- [Century College](#)
- [Fond Du Lac Tribal & Community College](#)
- [Hibbing Community College](#)
- [Inver Hills Community College](#)
- [Itasca Community College](#)
- [Lake Superior College](#)
- [Mesabi Range Community & Technical College](#)
- [Minneapolis Community & Technical College](#)
- [Minnesota State Community & Technical College \(formerly Fergus Falls Community College\)](#)
- [Minnesota West Community & Technical College](#)
- [Normandale Community College](#)
- [North Hennepin Community College](#)
- [Northland Community & Technical College](#)
- [Rainy River Community College](#)
- [Ridgewater College](#)
- [Riverland Community College](#)
- [Rochester Community & Technical College](#)
- [Saint Paul College](#)
- [South Central College](#)
- [Vermillion Community College](#)
- **Iowa Community Colleges**
- [Iowa Lakes Community College](#)
- [North Iowa Area Community College](#)
- **Technical Colleges**
- [MNTTransfer.org](#)
- [Alexandria Technical College](#)
- [Dakota County Technical College](#)
- [Hennepin Technical College](#)
- [Pine Technical College](#)

474

Transfer Institution	Counts based on most recent prior institution attended Fall 2006 Enrollees
✓ Normandale Community College	76
Rochester Community & Technical College	57
South Central College	56
Riverland Community College	49
Saint Cloud State University	33
✗ Century Community and Technical College	31
Ridgewater College-A Community and Technical College	30
South Dakota State University	28
University of Minnesota Twin Cities	27
University of Minnesota-Duluth	25
✗ Inver Hills Community College	24
Winona State University	24
Bethany Lutheran College	23
Minnesota West Community & Technical College	23
North Hennepin Community College	23
Southwest Minnesota State University	22
✗ Anoka-Ramsey Community College	16
Iowa Lakes Community College	12
North Dakota State University	11
Alexandria Technical College	9
North Iowa Area Community College	9
University of St Thomas	9
University of Minnesota-Morris	8
University of South Dakota	8
University of Wisconsin-Stout	8
Iowa Central Community College	7
Iowa State University	7
University of Wisconsin-Eau Claire	7
Waldorf College	7
Central Lakes College	6
Gustavus Adolphus College	6
✗ Mesabi Range Community and Technical College	6
✗ Minneapolis Community and Technical College	6
Minnesota State University Moorhead	6
Concordia College at Moorhead	5
Dakota County Technical College	5
Lake Superior College	5
University of Wisconsin-La Crosse	5
University of Wisconsin-River Falls	5
Bemidji State University	4
Black Hills State University	4
Non-U.S. College/University	4

Institutional Research  
Minnesota State University, Mankato

Page 1 of 5

3 October 2006



## A FAMILY OF SUBSTITUTIONS



### Substitution Request

A substitution is a temporary or one-time approval of allowing one course (whether a transfer or MSM one) to replace another in meeting a specific academic or program requirement.

**RECOMMENDATION FOR SUBSTITUTION AND/OR WAIVER**  
**UNDERGRADUATE DEGREE PROGRAMS ONLY**  
Office of the Registrar • 132 Wigley Administration Center • Minnesota State University, Mankato (WA 132)

Student's Name: <u>ALICE N. WONDERLAND</u>	OFFICE USE ONLY
Tech ID No: <u>12345678</u>	Grad. Checkout Status _____
	Mdate _____ File # _____

**GRADUATION SPECIFICATIONS** [All fields must be completed so processing will not be delayed.]  
The recommendation(s) below is made under the following conditions pertaining to the student:  
Degree/Major(s): NURSING Minor(s): HEALTH SCIENCE  
Concentration(s)/Specialty(s)/Option(s): GERONTOLOGY Bulletin/Catalog Followed: 2004-2005

**NOTE:** If any of the Graduation Specifications change, this substitution and/or waiver recommendation will be re-evaluated. A change may negate any original action.

**Definitions:**

- **Substitution:**  
Original course requirements will be satisfied with this transaction. The credits are applicable toward the minimum 128 semester hours required for graduation.
- **Waiver:**  
Original course requirement need not be completed. Does not count toward or reduce any aspects of other original requirements for graduation. Other credits are necessary to replace those waived.

Course Taken	FOR	Course Required
<u>BIOL 222L @ Normandale CC</u>	FOR	<u>BIOLOGY 331</u>
_____	FOR	_____
_____	FOR	_____
_____	FOR	_____
_____	FOR	_____
_____	FOR	_____

Rationale: Similar course content

**Please circle one**

I recommend the above substitution(s) be granted.

I recommend \_\_\_\_\_ be waived.

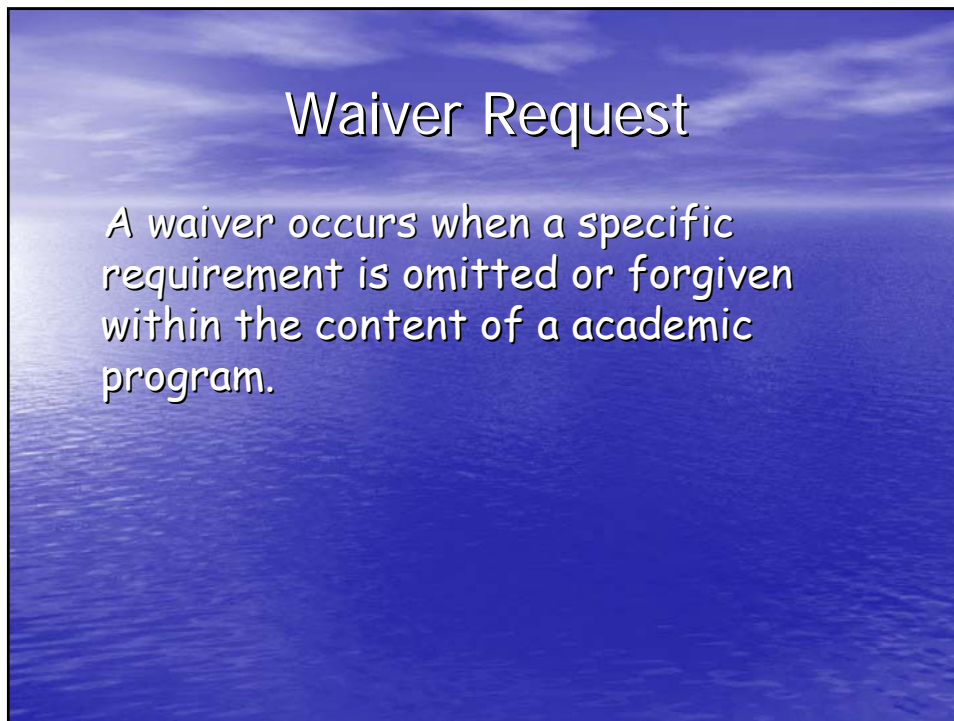
Dept. Name: NURSING Campus Mail Code: 101AH  
Dept. Chairperson Signature: Clarence Funtl Date: 12/30/06

This approval is contingent upon the Graduation Specifications remaining as stated.

Registrar's Signature: Mark R. Bl Date: 1/7/06

Applicable for checked item(s):  major  minor  general education  
 approved upon receipt of official transcript from Normandale CC  
to Minnesota State University, Mankato showing successful completion of course(s).

BOTH COPIES OF THIS FORM ARE TO BE FORWARDED DIRECTLY TO THE OFFICE OF THE REGISTRAR, WA 132. After review and Office



**RECOMMENDATION FOR SUBSTITUTION AND/OR WAIVER**  
**UNDERGRADUATE DEGREE PROGRAMS ONLY**  
Office of the Registrar • 132 Wigley Administration Center • Minnesota State University, Mankato (WA 132)

Student's Name: <u>ALICE N. WONDERLAND</u>	<b>OFFICE USE ONLY</b>
Tech ID No: <u>12345678</u>	Grad. Checkout Status _____
	Mdate _____ File # _____

**GRADUATION SPECIFICATIONS** [All fields must be completed so processing will not be delayed.]  
The recommendation(s) below is made under the following conditions pertaining to the student:  
Degree/Major(s): NURSING Minor(s): HEALTH SCIENCE  
Concentration(s)/Specialty(s)/Option(s): GERONTOLOGY Bulletin/Catalog Followed: 2004-2005

**NOTE:** If any of the Graduation Specifications change, this substitution and/or waiver recommendation will be re-evaluated. A change may negate any original action.

**Definitions:**

- **Substitution:**  
Original course requirements will be satisfied with this transaction. The credits are applicable toward the minimum 128 semester hours required for graduation.
- **Waiver:**  
Original course requirement need not be completed. Does not count toward or reduce any aspects of other original requirements for graduation. Other credits are necessary to replace those waived.

Course Taken	FOR	Course Required
<u>BIOL 222L @ Normandale CC</u>	FOR	<u>BIOLOGY 331</u>
_____	FOR	_____
_____	FOR	_____
_____	FOR	_____
_____	FOR	_____
_____	FOR	_____

Rationale: Similar course content

**Please circle one**

I recommend the above substitution(s) be granted.  
 I recommend BIOLOGY 190 be waived.

Dept. Name: NURSING Campus Mail Code: 101AH  
Dept. Chairperson Signature: [Signature] Date: 12/30/06

This approval is contingent upon the Graduation Specifications remaining as stated.

Registrar's Signature: [Signature] Date: 1/7/06

Applicable for checked item(s):  major  minor  general education  
 approved upon receipt of official transcript from Normandale CC  
to Minnesota State University, Mankato showing successful completion of course(s).

BOTH COPIES OF THIS FORM ARE TO BE FORWARDED DIRECTLY TO THE OFFICE OF THE REGISTRAR, WA 132. After review and Office

## GENERAL EDUCATION SUBSTITUTION REQUEST

A Gen Ed substitution request occurs when one specific MSM course is substituted for another MSM course within a specific category of the Gen Ed curriculum. All non-MNSCU transfer courses as it relates to Gen Ed requirements, will be approved by the Office of the Registrar.



### General Education Course Substitution Form

**Directions:** This form is for use by students who wish to have a non-general education Minnesota State University, Mankato, course counted within one of the General Education categories. Substitutions are not encouraged and are rarely granted. Submit the completed form to: **Office of the Registrar, 132 Wigley Administration Center, Minnesota State University, Mankato, Mankato, MN 56001.**

**Deadline:** General Education Course Substitution Appeals must be submitted no later than one (1) month prior to graduation. Students are **strongly encouraged** to submit appeals as early as possible. Incomplete applications will not be considered.

Student Name: JACK FROST Tech ID: 87654321

Email address: JACK.FROST@MNSU.EDU

Title and course number student completed: POLS 375 Credits: 4

General Education Category for which substitution is requested: CAT 10

Equivalent General Education Course (if appropriate): n/a

Why should this substitution be granted (completed by student, use back if more space is necessary):  
THIS COURSE IS APPROPRIATE IN TERMS OF ITS CONTENT FOR CATEGORY 10.

Student Signature: [Signature] Date: 9/22/06

**Student Responsibility:** Please attach a supporting statement from the department chairperson on department letterhead, an unofficial transcript, a DARS report, and a copy of the syllabus or other relevant course material to document that general education outcomes have been met. This application will not be considered complete without these attachments.

For General Education Committee use only:  Accept  Reject

Comments: INSUFFICIENT EVIDENCE

Signature: [Signature] Chair, General Education Committee

Effective Fall 2004; Revised 10/06

A member of the Minnesota State Colleges & Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities by calling the Office of the Registrar at 507-389-6266 (V), 800-627-3529 or 711 (MRS/TTY). Revised 10/06

## BLANKET SUBSTITUTION REQUEST

Normally a BSR occurs when an academic unit submits a request to temporarily modify requirements within a specific program in order to offset a matriculation issue among a group of students. This can be targeted for a particular catalog year or carry-forward over a length of catalog years.



October 3, 2006

Marcus Brock  
Associate Registrar  
Minnesota State University, Mankato

These blanket substitutions are still in effect for students who major in Elementary or Early Childhood Education from Fall, 2004 to present:

FCS 230 (3 cr) Child Care Psychology for PSY 230 (3 cr) Child Care Psychology

EEC 225 (2 cr) Technology Applications in Education for KSP 301 (2) Instructional Media Utilization

KSP 417 (3 cr) Materials for Children for KSP 415 (2 cr) Materials for Younger Children

Thank you.

*Elizabeth J. Sandell*

Elizabeth J. Sandell, Ph. D.  
Department Chairperson  
Educational Studies:  
Elementary and Early Childhood  
College of Education

DEPARTMENT OF EDUCATIONAL STUDIES

## TRICKS OF THE TRADE

- ✓ DARS Report
- ✓ Designated department chair/representative signature
- ✓ Associated documentation
- ✓ Course review or assessment
- ✓ Form completion
- ✓ Timeliness

PREPARED: 04/31/05 - 15:29 PROGRAM: CDARE.01 00023565 Scholar, Joe	Minnesota State Univ, Mankato Transfer Evaluation TRANSFER COURSE CONVERSION	Records and Advising Services PROGRAM: TRNSFR PAGE 1													
<p>----- COLUMN 1 -----</p> <p>This document is meant to assist you in determining how your transfer work has been utilized at Minnesota State University, Mankato. Every effort has been made to ensure its accuracy, based upon the university transfer policies.</p> <p>Transfer work is used in a student's major or minor program at the discretion of the department of the student's major/minor. Permission to utilize transfer work in this way is obtained from the department chairperson. Students should contact their advisor and/or the Student Relations Coordinator for the college of their major for more information on this process.</p> <p>This audit has been created without regard to any particular degree program or catalog, both of which determine the exact requirements that are to be met for graduation. Students can follow any catalog within a 7 year span beginning with the year they were admitted.</p> <p>The General Education referred to in this document is a requirement of all BS degree programs except those in Engineering. It consists of 44 credits spread over 13 categories. Consult your MSU Catalog for exact details.</p> <p>Cultural Diversity is a requirement of all degree programs consisting of 6 credits designated as culturally diverse. At least one course must be considered core and two different departments must be represented. Consult your MSU Catalog for exact details.</p> <p>Questions concerning the transfer process can be directed to the Evaluations Department of the Registrar's Office (389-6266) or by sending an email to DARS-QUESTIONS@msu.edu.</p> <p>ACCEPTED DEGREE: BS - 04/06/2005          ACCEPTED DEGREE: AAS - 04/01/2005</p> <p>----- KEY TO SYMBOLS AND TEXT -----</p> <p>Credits are shown in semester units.</p> <p>deptTRF.....a course with no MSU equivalent          UNKNOWN.....a course with no equivalent or placement          Tgrade.....the grade attached to a transfer course          EXM.....the grade attached to an exam course</p> <p>----- TRANSFER WORK RECEIVED FROM THE FOLLOWING INSTITUTIONS: -----</p> <ul style="list-style-type: none"> <li>* Winona State University &lt;WINONA&gt; 4-year Institution 7.0 CREDITS TAKEN</li> <li>* St. Cloud State University (Sem) &lt;SCSU&gt; 4-year Institution</li> </ul> <p>***** CONTINUED ON COLUMN 2 PAGE 1 *****</p> <p>Joe Scholar</p>	<p>----- COLUMN 2 -----</p> <p>5.0 CREDITS TAKEN</p> <ul style="list-style-type: none"> <li>* Inver Hills CC (Sem) &lt;INVER&gt; 2-year Institution 25.0 CREDITS TAKEN</li> <li>* South Central TC (Sem) &lt;SCTC&gt; 2-year Institution 10.0 CREDITS TAKEN</li> <li>* Dakota County TC (Sem) &lt;DAKOTA&gt; 2-year Institution 8.0 CREDITS TAKEN</li> <li>* Riverland CTC (Sem) &lt;RIVERLND&gt; 2-year Institution 7.0 CREDITS TAKEN</li> </ul> <p>TOTAL TRANSFER CREDITS EARNED</p> <hr/> <p>EARNED: 60.0 CREDITS</p> <p>----- TRANSFER GPA -----</p> <p>40.0 GPA CR                      112.0 GPA PT                      2.80 GPA</p> <p>----- CREDITS FROM FOUR-YEAR INSTITUTIONS -----</p> <p>EARNED: 12.0 CREDITS</p> <p>----- CREDITS FROM TWO-YEAR AND TECHNICAL COLLEGES -----</p> <p>TWO-YEAR COLLEGE CREDITS 32.0 CREDITS TAKEN</p> <p>TECHNICAL COLLEGE CREDITS 18.0 CREDITS TAKEN</p> <p>The total number of credits able to be earned from all technical colleges combined is limited to 16.</p> <p>The total number of credits accepted as earned from all two-year and technical colleges combined is limited to 64.</p> <p>EARNED: 48.0 CREDITS</p> <p>----- COURSE CONVERSION LISTING -----</p> <table border="1"> <thead> <tr> <th>NSU COURSE</th> <th>TRANSFER COURSE</th> </tr> </thead> <tbody> <tr> <td colspan="2">WRITING INTENSIVE COURSES (CATEGORY 1C)</td> </tr> <tr> <td>W 01 ENG 101</td> <td>4.00 TA      Research Writing in the Disc</td> </tr> <tr> <td></td> <td>INVER : ENG 1111</td> </tr> <tr> <td colspan="2">PLACED IN GENERAL EDUCATION CATEGORIES 1A,2</td> </tr> <tr> <td>W 01 ENG 101</td> <td>3.00 TA      Writing &amp; Research Skills</td> </tr> <tr> <td></td> <td>INVER : ENG 1108</td> </tr> </tbody> </table> <p>----- PLACED IN GENERAL EDUCATION CATEGORIES 2 -----</p>	NSU COURSE	TRANSFER COURSE	WRITING INTENSIVE COURSES (CATEGORY 1C)		W 01 ENG 101	4.00 TA      Research Writing in the Disc		INVER : ENG 1111	PLACED IN GENERAL EDUCATION CATEGORIES 1A,2		W 01 ENG 101	3.00 TA      Writing & Research Skills		INVER : ENG 1108
NSU COURSE	TRANSFER COURSE														
WRITING INTENSIVE COURSES (CATEGORY 1C)															
W 01 ENG 101	4.00 TA      Research Writing in the Disc														
	INVER : ENG 1111														
PLACED IN GENERAL EDUCATION CATEGORIES 1A,2															
W 01 ENG 101	3.00 TA      Writing & Research Skills														
	INVER : ENG 1108														





If you would like a copy of this PPT presentation contact either presenter at [marcius.brock@mnsu.edu](mailto:marcius.brock@mnsu.edu) or [andrew.hlubek@mnsu.edu](mailto:andrew.hlubek@mnsu.edu)

Thank you!