

Chapter 3: Educational Policies

3.1 Student Rights & Responsibilities

POLICY

Part 1. Freedom to Learn

Students at colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appropriate opportunities and conditions in all learning environments, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operations of the college or university. Students shall be free to take reasoned exception to the information or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3. Freedom of Association

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to college or university policies, procedures, or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate college or university policies, procedures, or regulations.

Part 4. Student-Sponsored Forums

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the college or university or interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such restrictions must not be used as a means of censorship. The president or designee may prohibit any forum when

there is a likelihood of harm to individuals or damage to property if the event is held. To the extent possible, the president shall consult with the student association.

Part 5. Student Publications

Student-funded media (print, broadcast and electronic forms) must be free of censorship and advance approval of copy. Their editors and managers shall be free to develop their own editorial and news coverage policies. Editors, managers, and contributors of student media shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process must not be used as a means of editorial control of student-funded media. All student media must explicitly state that the opinions expressed are not necessarily those of the college, university, Minnesota State or student body.

Part 6. Student Policies

The policies, procedures, and regulations of the college or university regarding student expectations, rights, and responsibilities must be readily accessible to students.

Part 7. Catalog and Course Information

To the extent possible, students must be provided relevant and accurate information regarding courses prior to enrollment. Catalog course descriptions and website postings must be accurate and based on information existing at the time of publication. To the extent possible, class schedules must list the names of faculty teaching the courses.

Part 8. Student Academic Standing Information

Students must have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9. Academic Evaluation

Student academic performance must be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, student handbook, or on the college or university website. Students must have protection against prejudiced, discriminatory, or capricious evaluation and not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students must have the right to review their corrected examinations or other required assignments

that faculty use when evaluating the student's academic performance.

Part 10. Property Rights

When no longer needed for evaluation purposes, a student's physical personal property, including but not limited to term papers, essays, projects, works of art, and similar items must be made available for return to the student within a reasonable timeframe. The return process must preserve the privacy of the student's grade or score. A student's written permission must be obtained before a student's personal property, including intellectual property, may be used for purposes unrelated to the evaluation of their academic performance.

Part 11. Student Review and Consultation

Students must have the right to appropriate levels of participation in college and university decision-making pursuant to Board Policy 2.3 and System Procedure 2.3.1 Student Involvement in Decision-Making.

3.3 Assessment for Course Placement POLICY

Part 1. Purpose

To improve student success in college and university courses through student assessment and course placement.

Part 2. Course Placement Assessment

Subpart A. College and university policy

Each college and university shall address how student knowledge and skills will be assessed for course placement decisions according to System Procedure 3.3.1 Course Placement.

Subpart B. System-endorsed placement instrument

The chancellor shall select the system-endorsed placement instrument for assessment of reading comprehension, written English, and mathematics according to System Procedure 3.3.1 Course Placement.

3.4 Undergraduate Admissions

POLICY

Part 1. Purpose

To establish standards that facilitate the admission process for prospective students

Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

Part 2. Definitions

Admission

A student's initial entrance into a Minnesota state college or university as a candidate for a certificate, diploma, or degree.

College

A authorized to offer certificates, diplomas, and associate degrees.

University

A university authorized to offer certificates, and associate, bachelors, masters, doctoral and professional degrees.

Part 3. Admissions

Consistent with their specific missions, colleges and universities shall consider for admission students who are able to benefit from the educational offerings.

Colleges shall be committed to open admissions with required minimum standards. Universities shall set admissions standards based on student achievement of a high school diploma or its equivalent, completion of specific high school courses, and academic performance standards.

All colleges and universities shall provide clear, accessible information to potential students regarding admissions requirements.

Academic and career programs may have additional admission requirements. Admission to a college or university does not guarantee subsequent admission to such programs.

3.5 Post-Secondary Enrollment Options (PSEO) Program

POLICY

Part 1. Purpose

To promote rigorous educational pursuits by encouraging and enabling high school students to enroll in postsecondary courses or programs.

Part 2. Authority

Minn. Stat. § 124D.09 Postsecondary Enrollment Options Act allows high school students, including home school students, to earn both secondary and

postsecondary credits through enrollment in college or university courses.

Part 3. Definition

For the purposes of this policy only, the following definition applies.

Postsecondary Enrollment Options (PSEO) Program A program that provides Minnesota high school students the opportunity to earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, online, at a high school, or another location.

Part 4. Postsecondary Enrollment Options Expectations

Colleges and universities across Minnesota State shall provide opportunities for students to participate in the PSEO Program. Students must be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

Subpart A. Enrollment on campus

Enrollment of PSEO students in courses on a college or university campus must be allowed on the basis of available space as defined by the college or university.

Subpart B. Compliance with standards

Colleges and universities shall require PSEO students to perform to the college's or university's academic and student conduct standards.

3.6 Student Conduct Policy

POLICY

In accordance with Minnesota State Colleges and Universities Board Policy 3.6:

Part 1. Student Conduct Policy

The Minnesota North College Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures to be followed, both by students and college officials, should violations of the Code occur. It is expected that all students will read this code and will be responsible for knowing and abiding by its

Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

content. Annually, and upon amendment, Minnesota North College shall notify students of the availability and location of the student code of conduct.

In the eyes of the College, two authorities guide a student's conduct while on campus or while participating in off-campus, college-sponsored activities. First, as a citizen of the larger community, each student is expected to abide by the rules, regulations, and policies of the College as well as local, state, and federal laws.

Part 2. Off-Campus Conduct

Minnesota North College may hold students accountable for a violation of the behavioral proscriptions contained in their Student Codes of Conduct committed off campus when:

1. Hazing is involved; or
2. The violation is committed while participating in a college sanctioned or sponsored activity; or
3. The victim of the violation is a member of the college community; or
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the college.

As an institution dedicated to teaching and learning, Minnesota North College has a vested interest in maintaining an environment in which students are free to pursue their academic interests and responsibilities. Conduct that unreasonably restricts such freedom and interferes with the College mission and vision is subject to regulation and/or sanction by the College which may include suspension or expulsion. Students must be afforded appropriate due process in the resolution of any alleged violation of the student code of conduct. The creation of such an environment is premised on the assumption that students have both rights and responsibilities. Therefore, a major function of the College is to guarantee student rights, yet to demand student responsibility.

Part 3. Appeals

Students found to be responsible for a conduct violation shall be provided an avenue of appeal within the institution. In addition, in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14.

3.7 Statewide Student Association

POLICY

Part 1. Statewide Student Association Recognition

The Minnesota State University Student Association (doing business as Students United), for state university students, and the Minnesota State College Student Association (doing business as LeadMN), for state community and technical college students, are each recognized as the one statewide student association for their respective student associations and students.

Part 2. Campus Student Association Affiliation

Each campus student association shall be affiliated with its statewide student association and all students enrolled in credit courses will be members of their respective statewide association.

Part 3. Fees

Each statewide student association shall set its fees and shall submit any changes in its fees to the Board of Trustees for review. The board may revise or reject the fee change during the two board meetings immediately following the fee change submission. Fees must be collected for each enrolled credit by each college and university and must be credited to each association's account to be spent as determined by that association. For purposes of this policy, enrolled credits include all credits in which a student has enrolled and not dropped before the college or university drop deadlines. Fees must be forwarded by the college or university to the statewide student association whether or not the college or university has received payment for fees.

Part 4. Recognition Process

Subpart A. Statewide student association recognition

Recognition of the associations listed in Part 1 must continue until such recognition is repealed by the board and succeeded by an appropriately constituted association representing the same group of students.

Subpart B. Repeal of recognition

1. Repeal of recognition by the board must occur if the following actions occur:
 - a. Two-thirds vote by the existing statewide student association indicating no confidence, expressed by a petition to the board in

accordance with the procedures set forth in the association's governing documents; and
b. Two-thirds of existing campus student associations, in accordance with their governing rules, submit petitions to the board indicating no confidence.

2. Dissolution of a statewide student association must be subject to each association's internal procedures as indicated in their respective governing documents. Recognition of a statewide student association is repealed automatically upon dissolution of the student association. A notice of intent to dissolve must be sent to the board.

Subpart C. Recognition of new statewide student association

Following repeal of recognition of a statewide student association, recognition of a new statewide student association must be granted after the presentation of a petition to the board which expresses support of the new association and is approved by two-thirds of the campus student associations.

Part 5. Implementation

The chancellor shall develop an agreement between Minnesota State Colleges and Universities and each statewide student association to implement this policy, including provisions addressing payment of fees collected.

3.8 Student Complaints and Grievances

POLICY

Part 1. Purpose

To ensure students have a process to resolve student complaints and grievances when no other designated complaint, grievance, or appeal process applies to the situation.

Part 2. Policy Statement

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Each college and university shall establish procedures, in consultation with student representatives and others, for handling complaints and grievances. These procedures must not substitute for other grievance procedures specific in board, college or

university policies or procedures, regulations, or negotiated agreements.

This policy does not apply to academic grade disputes. Grade appeals must be handled under the academic policy of the college or university.

Part 3. College and University Policies and Procedures

College and university student grievance policies and procedures must comply with Board Policy 3.8 and System Procedure 3.8.1.

Part 4. Appeals to the Chancellor

A student may appeal a college's or university's final decision to the chancellor if the grievance involves a board policy, system procedure, the actions of a college or university president, an issue of institutional or program quality such as a college's or university's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice. The decision of the chancellor is final and binding.

3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum

POLICY

Part 1. Purpose

To establish consistent practices among all colleges and universities for evaluating, transferring, accepting and applying undergraduate courses to programs, and for transfer of the Minnesota Transfer Curriculum, its courses, and completed goal areas. This policy should be read in conjunction with Board Policy 3.39 Transfer Rights and Responsibilities.

Part 2. Definition.

For purposes of this policy only, the following words and terms are defined as follows:

Comparable or equivalent course

A course that meets a standard of comparability of 75% or more similarity in learning outcomes and content using the course outlines, or for a course from outside of MnSCU, a course outline, syllabus, or comparable course description document.

Course outline

A document approved by the college or university

Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

curriculum committee that communicates information about a college or university course.

Credit

A unit of measurement assigned to a college or university course offering or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time. For purposes of this policy, this definition will also apply to credits from sources other than colleges and universities.

Degree audit reporting system

A database that serves as the official repository of course relationships for transfer decisions such as equivalencies, goal transfer, or electives, and produces a report reflecting a student's progress toward completion of an academic program.

Minnesota Transfer Curriculum (MnTC)

Curriculum consisting of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Non-system colleges or universities

Colleges and universities that are not Minnesota State Colleges and Universities.

Receiving college or university

The college or university to which courses or credits are transferred.

Sending college or university

The college or university from which courses or credits are transferred.

Transfer

The evaluation of course(s) and credit(s) awarded by a college, university, or other education provider and the application of them toward an academic program and/or degree requirements at a college or university.

Transfer appeal

A written request submitted by a student for review of decisions regarding how courses or credits were or were not accepted for transfer to meet program/major requirements or electives.

Transfer information system

A web resource that provides course equivalency and course relationship information, and identifies how

courses transfer to specific programs at Minnesota State Colleges and Universities.

Part 3. College and University Transfer Policies

Each college or university shall implement a policy to address the transfer of courses and credit in compliance with the requirements of this policy and system procedures.

Part 4. Course Equivalencies

The faculty at receiving colleges and universities determine course equivalencies. Upon request by the sending faculty, the receiving college or university faculty shall provide a rationale to explain why a course is not deemed equivalent. Faculty at both sending and receiving colleges and universities shall collaborate to align courses to optimize the possibilities to establish equivalencies.

Part 5. Ongoing Evaluation of Courses.

All colleges and universities shall evaluate other Minnesota State Colleges and University courses for specific transfer eligibility and record the determination into the degree audit reporting on an ongoing basis.

Part 6. Transfer of Undergraduate Courses and Credits

Once a student has been admitted to a college or university, each college or university shall evaluate college-level courses and credits earned, as submitted on an official transcript, to determine if any or all of them must be accepted in transfer.

Subpart A. Transfer of courses that are comparable or equivalent

A receiving college or university shall accept courses in transfer that it determines to be comparable or equivalent to specific courses it offers, and shall enter them into the degree audit reporting system.

Subpart B. Transfer of courses that are not comparable or equivalent

College-level courses accepted in transfer by a college or university that are determined not to be comparable or equivalent to specific courses taught at the receiving college or university must be designated as electives and entered into the degree audit reporting system.

Subpart C. Courses accepted in transfer

When the courses or credits are accepted in transfer, each college or university shall determine how the courses or credits apply to program and graduation requirements. A course offered by a college or university that is listed as the equivalent of a course at

the receiving college or university must be accepted in transfer as the listed course by the receiving college or university with no additional documentation required from the student.

Subpart D. Transfer Pathway Associate Degrees

Universities shall accept and apply Minnesota State Colleges & Universities transfer pathway associate degrees toward the designated baccalaureate degrees they offer.

Subpart E. Documents used for the evaluation of courses

Course outlines are the official system documents used for evaluation of courses. Other related documents may be used to supplement the course outline. For non-MnSCU courses, syllabi or other comparable documents may be used for evaluation of courses.

Subpart F. Official repository of course relationships

The system degree audit and reporting system and successor databases is the official repository of course relationships between both system and non-system colleges and universities including, but not limited to national exams and military credit offered by that college or university.

Part 7. Minnesota Transfer Curriculum (MnTC)

Subpart A. Implementation

Each college and university shall implement the Minnesota Transfer Curriculum as appropriate for its academic certificates, diplomas, and degrees consistent with criteria in board policy and system procedure.

Subpart B. Acceptance of Minnesota Transfer Curriculum

Each receiving college and university shall accept a Minnesota Transfer Curriculum course, goal area, or the entire completed curriculum as determined and documented by the sending college or university transcript and/or MnTC Audit.

Each receiving college and university shall accept the entire completed Minnesota Transfer Curriculum as determined and documented by the completion of liberal education requirements at the University of Minnesota.

Part 8. Transfer Appeals

Each college or university shall establish a policy titled "Transfer Appeal" for students to appeal course and

credit transfer decisions. When providing students with a transfer evaluation, colleges and universities shall also provide information about a student's right to appeal, the appeal process, including next steps to continue the appeal, and links to the system and college or university appeal policies. This information must also be made available on each college and university website, course catalog and transfer-related publications. Each college and university shall retain records of all transfer appeals.

Part 9. Disseminating Information

Each college and university shall communicate current transfer-related information through a dedicated transfer webpage. Each college or university homepage must prominently display a link entitled "Transfer" to the dedicated transfer webpage.

3.22 Course Outlines and Course Syllabi

POLICY

In accordance with Minnesota State Board Policy 3.22:

Part 4. Course Syllabi

Subpart A. Dissemination to students

Faculty will distribute a course syllabus to all students registered in the course. For ground-based and/or synchronous courses, the syllabus shall be provided at the first meeting of the course. Online asynchronous courses shall have course syllabus available the first day of the course.

Subpart B. Dissemination to college administration

Using the designated collection platform, each faculty member will submit to administration an electronic copy of the syllabus for each class they teach within the drop/add period. Syllabi will be stored in a restricted database for dissemination as described in Subpart C. Dissemination Procedure.

Subpart C. Dissemination Procedure

Administrative dissemination is restricted to: (subject to AASC review only per MSCF contract)

- distribution of individual syllabi to students who are past members of classes, or

institutions of higher learning upon request of students who are past members of classes, for the purpose of aiding transfer; and

- distribution of individual syllabi to regional or professional accrediting bodies for the purpose of institutional and/or program accreditation. Administration will communicate to appropriate faculty regarding distributions. In the event a faculty member is no longer employed at the college, administration will inform the college faculty association president of any syllabi distributions.

No other copies of syllabi will be distributed without individual faculty written permission.

3.23 Naming Colleges and Universities POLICY

Part 1. Identification with Minnesota State Colleges and Universities

All colleges and universities must clearly and prominently identify the institution as a part of Minnesota State Colleges and Universities in campus entrance signage, publications, advertising and marketing materials, website, letterhead, and other forms of communication intended for external audiences. Identification must be in accordance with system procedures.

Part 2. Name Change

Subpart A. Request for name change

If a college or university requests a change to its official name, or if a new institution is created through merger or other means, the college or university president shall forward the proposed name to the chancellor for recommendation to the Board of Trustees. The board shall establish a name after receiving a recommendation from the chancellor.

A college or university seeking to change its name, or a new institution seeking to create a name, shall clearly state the rationale for the name change or new name. The college or university shall consult with key stakeholders within the campus or campuses and the surrounding communities. The rationale for the name change and the results of the market research and consultation must be presented to the chancellor at the time the request is made.

Subpart B. Name requirements

The proposed name may reflect the mission of the institution and should enhance the image of the college or university and Minnesota State.

The proposed name must not reflect the name of any individual, corporation, or other non-governmental entity.

Each accredited college and university may have only one name, regardless of the number of individual campuses that make up the college and university.

The proposed name change must include "Minnesota" and/or "State," a descriptor (college or university), an identifier name (e.g., a community, city, region, or descriptor of location), and the optional reflection of mission (e.g., community or technical). If "Minnesota State" is not in the name, the college or university's official logo must include a system affiliation identifier, as outlined in System Procedure 3.23.1, and be used at all times.

Subpart C. Name change not required

This policy does not direct any institution to change its name.

Subpart D. Policy amendment

Approval of a name change by the board under this policy constitutes an amendment of Board Policy 1A.11 to reflect the approved name, with no further action of the board required.

3.24 College or University Type and Mission, System Mission

POLICY

Part 1. Purpose

To establish conditions and processes for the review of college and university type and mission, and system mission in accordance with Minn. Stat. § 136F.05 Missions.

Part 2. Definitions

The following definitions apply to this policy and related procedure.

Mission

The distinct purpose of the college, university, or system.

Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

Vision

The aspirations of the college, university, or system.

College or university

Technical colleges, community colleges, consolidated community and technical colleges, and state universities, as defined in Minn. Stat. § 135A.052, Sub. 1.

Part 3. Change in College or University Type

A request for a change in college or university type is subject to approval by the Board of Trustees, following a first and second reading in accordance with Board Policy 1A.1 Part 6, Subpart A. The chancellor shall promulgate procedures to guide the board's review of a change in college or university type.

Part 4. Approval of College or University Mission Statement

A college or university mission statement requires board approval. The chancellor has authority to approve minor revisions to an approved mission statement. The mission of a college or university must support achievement of the system mission and provide a foundation for evaluation, accountability, and regional accreditation. Each college or university, with consultation from students, faculty, staff, and members of the local civic, nonprofit, and business communities, must be given considerable latitude to express its mission.

Part 5. Review and Approval of the System Mission and Vision

The Board of Trustees shall periodically review, revise as appropriate, and approve the system mission and vision. The mission and vision must advance the higher education needs of the state. The board shall assure there is consultation with students, faculty, staff, and essential members of the state.

3.26 Intellectual Property

POLICY

Part 1. Policy Statement

The Board of Trustees endeavors to develop and maintain a post-secondary educational system marked by academic excellence. Research and development of original works and inventions that require intellectual property protection are a vital part of the academic community. The board recognizes and acknowledges that colleges, universities, and the system office may

create or commission the creation of such works on its behalf and incorporates in board policy the traditional commitment to faculty and student ownership in scholarly work.

Part 2. Applicability

This policy applies to colleges, universities, the system office and their respective employees, student employees, and students.

Part 3. Definitions

For the purposes of this policy only, the following definitions apply.

Agreement

A signed written contract between or among a corporation, business, individual(s), and a college, university, or the system office, but does not include sponsorship agreements and collective bargaining agreements between the board and exclusive bargaining representatives.

Collective bargaining agreement

A negotiated contract between the board and a specific bargaining unit.

College or university

A Minnesota State college or university.

College, university, or system office resources

College, university, or system office services and all tangible resources such as buildings, equipment, facilities, computers, software, personnel, research assistance, and funding.

Creator/Inventor

The individual or group of individuals who invent, author, discover, or are otherwise responsible for the creation of intellectual property. And inventor refers to the creator of an invention that may be patentable.

Employee

Any person employed by the State of Minnesota as defined by the Public Employees Labor Relations Act [PELRA].

Faculty

Full-time and part-time employees performing work in bargaining units 209 and 210 and other employees who teach or conduct research with a level of responsibility and self direction equivalent to that traditionally exercised and enjoyed by instructional unit employees when engaged in similar activities, e.g., the preparation
Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

of research articles for peer review journals by Administrative and Service Faculty (ASF) members or graduate students.

Intellectual property

Any work of authorship, invention, discovery, or other original creation that may be protected by copyright, patent, trademark, or other category of law.

Intellectual property rights

All the protections afforded the owner or owners of an original work under law, including all rights associated with patent, copyright, and trademark registration.

Jointly created work

A work prepared by two or more individuals who intend their separate contributions be merged into a single work.

Minnesota State

The public higher education system established at **Minnesota Statutes Chapter 136F**. Minnesota State includes the Board of Trustees, office of the chancellor, system office, colleges and universities, and any part or combination thereof.

System office

The central administrative office under the direction and supervision of the chancellor which is part of Minnesota State.

Sponsor

A person, company, organization, or governmental entity, other than Minnesota State, that provides funding, equipment, or other support for a college, university, or the system office to carry out a specified project in research, training, or public service.

Sponsorship agreement

A written agreement between the sponsor and a college, university, and/or the system office that may include other parties such as the creator of the work.

Student

An individual enrolled in a class or program at a Minnesota State college or university at the time the intellectual property was created.

Student employee

A student who is paid by any college, university, or the system office for services performed. Graduate assistants and work-study students are student-

employees. For graduate students who teach, see Faculty definition.

Substantial use of resources

Substantial use exists when resources are provided beyond the normal professional, technology, and technical support supplied by the college, university, and/or system office to an individual or individuals for development of a project or program.

System

See Minnesota State definition.

Types of works

Institutional work

A work made for hire in the course and scope of employment by an employee or by any person with the use of college or university resources, unless the resources were available to the public without charge or the creator had paid the requisite fee to utilize the resources.

Personal work

A work created by an employee outside their scope of employment and without the use of college or university resources other than resources that are available to the public or resources for which the creator has paid the requisite fee to utilize.

Scholarly work

A creation that reflects research, creativity, and/or academic effort. Scholarly works include course syllabi, instructional materials (such as textbooks and course materials), distance learning works, journal articles, research bulletins, lectures, monographs, plays, poems, literary works, works of art (whether pictorial, graphic, sculptural, or other artistic creation), computer software/programs, electronic works, sound recordings, musical compositions, and similar creations.

Student work

A work created by a person in their capacity as a student.

Works made for hire

Works produced by employees within the scope of their employment or specially commissioned works.

Part 4. Ownership of Intellectual Property Rights

Subpart A. Basic ownership rights of creative works

The ownership rights to a creation must be determined generally by the provisions in Subpart A, but ownership may be modified by an agreement, sponsorship agreement, or other condition described in Part 4, Subpart B or C.

1. **Institutional works.** Intellectual property rights in institutional works belong to the college or university. A course outline is an institutional work. A college, university or the system office may enter into a written agreement with a non-faculty employee granting the employee ownership of a work that the parties agree is of a scholarly nature as described in Subpart A.2. For the purposes of this policy, scholarly works are not considered institutional works.
2. **Scholarly works.** Intellectual property rights in scholarly works belong to the faculty member or student who created the work, unless an agreement, sponsorship agreement, or other condition described in Subpart B or C provides otherwise.
3. **Personal works.** Intellectual property rights in personal works belong to the creator of the work.
4. **Student works.** Intellectual property rights in a student work belong to the student who created the work. A work created by a student to meet course requirements using college or university resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public, is the property of the student. A work created by a student employee during the course and scope of employment is an institutional work and the intellectual property rights belong to the college or university unless an agreement, sponsorship agreement, internship agreement, or other condition described in Subpart B or C provides otherwise.

Subpart B. Modification of basic ownership rights

The general provisions for ownership of intellectual property rights set forth in Subpart A may be modified by entering into a signed written agreement as provided in this subpart, following collaborative discussion among the affected parties, or through the substantial use of resources.

1. **Sponsorship agreement.** The ownership of intellectual property rights in a work created under a sponsorship agreement is determined by the terms of the sponsorship agreement. If the sponsorship agreement is silent on ownership of intellectual property rights, ownership will be determined under applicable law.
2. **Collaborative agreement.** A college, university or the system may participate in projects with persons, corporations, and businesses to meet identified student, citizen, community and industry needs. Ownership rights pursuant to any collaboration must be addressed pursuant to this policy.
3. **Specially commissioned work agreements.** Intellectual property rights to a work specially ordered or commissioned by a college or university from a faculty member or other employee, and identified as a specially commissioned work at the time the work was commissioned, is a work made for hire and belongs to the college or university. The college or university, and the employee shall enter into a written agreement for creation of the specially commissioned work.
4. **Student Internship agreement.** The ownership of intellectual property rights in a work created during a student internship is determined by the terms of the internship agreement. If the agreement is silent on ownership of intellectual property rights, ownership is determined under applicable law.
5. **Open Educational Resource (OER) agreements.** When colleges, universities, and the system office use OER agreements, authors will retain ownership of the copyright to their works, but agree to share the works through an Open or Creative Commons license.
6. **Substantial use of resources.** In the event a college, university or the system office provides substantial resources to a faculty member for creation of a work that is not an institutional work created under a sponsorship agreement, individual agreement, or special commission, the college university and/or the system office and the creator shall own the intellectual property rights jointly in proportion to the

respective contributions made. Use of resources is considered substantial when the additional support received is beyond the normal support level made available by a college, university and/or the system office to the individual in their position.

Subpart C. Other ownership factors

1. **Collective bargaining agreement.** In the event the provisions of this policy and the provisions of any effective collective bargaining agreement conflict, the collective bargaining agreement must take precedence.
2. **Jointly created works.** Ownership of jointly created works is determined by separately assessing which of the above categories applies to each creator, respectively. Jointly created works involving the contributions of students and/or student employees must be assessed considering all relevant categories of ownership rights as set forth above.
3. **Sabbatical works.** Intellectual property created during a sabbatical is defined as a scholarly work. Typical sabbatical plans do not require the use of substantial college/university resources as defined in Part 2 of this policy. If the work created as part of an approved sabbatical plan requires resources beyond those normal for a sabbatical, the parties may enter into one of the applicable arrangements set forth in Part 4, Subparts B C.
4. **Minnesota State, college or university name.** Intellectual property rights associated with Minnesota State's identity, the identities of its colleges and universities, logos, and other indices of identity belong to the respective entity. Such rights may be licensed pursuant to reasonable terms and conditions approved by the chancellor, presidents or their designees, respectively. Minnesota State employees may identify themselves with such title of their position as is usual and customary in the academic community; but any user of the Minnesota State's or a college's or university's name, logo, or indicia of identity shall take reasonable steps to avoid any confusing, misleading, or false impression of particular sponsorship or endorsement by the system, its

colleges or universities. When necessary, specific disclaimers must be included.

5. **Works owned jointly by colleges, universities and the system.** Colleges, universities and system ownership interests in jointly owned intellectual property must be determined by the relative contributions made by each contributor - unless otherwise provided in a written agreement. The ownership interests may be expressed in percentages of ownership or an unbundling of the rights associated with the work, whatever the parties agree to. This paragraph applies only to allocation of ownership interests among a college, university or Minnesota State. The ownership of any other joint owner must be determined in accordance with applicable policy, collective bargaining agreement, or personnel plan provisions, or as negotiated among the parties.
6. **Equitable distributions.** In any instance in which Minnesota State and/or its colleges or universities execute an agreement with an individual, corporation, business, or other entity for economic gain using intellectual property in which the colleges, universities, or the Minnesota State has an ownership interest, the colleges, universities or the system must receive an equitable distribution. The proceeds of the equitable distribution must be shared among the creators of the work as determined by agreement in accordance with this policy.

Part 5. Management of Intellectual Property

Subpart A. Record-keeping

Each college and university shall maintain a record-keeping system to manage the development and use of its intellectual property.

Subpart B. Contracts involving intellectual property

College, university, and system office contracts involving intellectual property must be reviewed by the Office of General Counsel or Attorney General's Office before signing, unless the contract is one of the Minnesota State approved contract templates.

Part 6. Preservation of Intellectual Property Rights

Subpart A. Protection of rights

A college, university, or the system office shall undertake such efforts, as it deems necessary to

preserve its rights in original works when it is a sole or joint owner of the intellectual property rights. A college, university, or the system office may apply for a patent, trademark registration, copyright registration, or other protection available by law on any new work in which the college, university, or the system office maintains intellectual property rights.

Subpart B. Payment of costs

A college, university, or the system office may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which the college, university, or the system office owns or jointly owns the intellectual property rights. If a college, university, or the system office has intellectual property rights in a jointly owned work, the college, university, or the system office may enter into an agreement with joint owners relating to the payment of such costs.

Part 7. Commercialization of Intellectual Property

Subpart A. Right of commercialization

The college, university, or the system office that owns or has shared intellectual property rights to a work may commercialize the work using its own resources or may enter into agreements with others to commercialize the work as authorized by law. Upon request of a creator who retains intellectual property rights in a work, the college, university, or the system office shall advise the creator of progress in commercializing the work.

Subpart B. Sharing of proceeds

An employee who creates a work and retains an intellectual property interest in such work in which the college, university, or system office maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable collective bargaining agreements, individual agreements, and applicable laws. All expenses incurred by the college, university, or the system office in protecting and promoting the work, including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, must be deducted and reimbursed to the college, university, or the system office before the creator is entitled to share in the proceeds.

If a college, university, or the system office decides not to pursue patent or copyright protection in a jointly owned work and the creator/inventor decides to pursue

such protection, all expenses incurred by the creator/inventor in protecting and promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, must be deducted and reimbursed to the creator/inventor before the college, university, or the system office is entitled to share in the proceeds.

Net proceeds generated from the commercialization of works owned jointly by colleges, universities, or the system office (not creators/inventors) will be distributed in accord with the terms of a written agreement, or absent an agreement, in amounts equal to the relative contributions made by the colleges, universities, or the system office.

Subpart C. Intellectual property account

Each college, university, and the system office shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The president/chancellor (or designee) may use the account to reimburse expenses related to creating or preserving the intellectual property rights of the college, university, or system office or for any other purpose authorized by law and board policy, including the development of intellectual property.

Subpart D. Trademarks

Income earned from the licensing of college, university, or system trademarks and logos is not subject to the requirements of Subpart C for distribution of funds.

Part 8. Assignment of Rights

Subpart A. College, university or system office assignment

A college, university, or the system office may assign all or a portion of its rights in a work to the creator, corporation, business, or to any other person in accordance with the law and when in the best interests of the college, university, or the system. As a condition of the assignment, the college, university, or the system office, may preserve rights, such as a royalty-free, perpetual, irrevocable, non-exclusive license to use and copy the work in accordance with the preservation and the right to share in any proceeds from commercialization of the work.

Subpart B. Creator assignment

Any person may agree to assign some or all of their intellectual property rights to the college, university, or

Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

system. The creator may preserve any rights available to the creator as part of the assignment.

Subpart C. Assignment in writing

Any assignment of intellectual property rights must be in writing and signed by the assignor and assignee.

Part 9. Dispute Resolution Process

The system office may develop procedures to resolve disputes relating to this policy.

3.27 Copyrights

POLICY

Part 1. General Statement

Copyright owners have exclusive rights with respect to their creation of original works. Minnesota State promotes the recognition and protection of these rights, including the rights of reproduction, preparation of derivative works, distribution, display, and performance. Reproduction and use of copyrighted works in accordance with fair use limitations and Sections 110(1) and (2) of the Copyright Act can further teaching, research, and public service at Minnesota State colleges and universities. Where proposed uses of copyrighted works exceed those permitted by fair use and other statutory exceptions, permission to use the copyrighted works should be obtained from the copyright holder.

Consistent with the mission of the Board of Trustees and the distinct missions of the colleges and universities, the board supports the creation and sharing of new knowledge for course development and to improve student learning through creative commons licenses and open education resources (OER).

Part 2. Applicability

This policy applies to colleges, universities, the system office and their respective employees and students, and to works in which colleges, universities or Minnesota State has a legally recognized interest.

Part 3. Definitions

The following definitions apply to this Policy and to Procedure 3.27.1 Copyright Clearance.

Copyright

A form of protection granted by federal law for original works of authorship that are fixed in a tangible medium of expression. Copyright covers both published and unpublished works.

Copyright Compliance

The actions of colleges, universities, the system office and their respective employees and students that ensure proposed uses of materials comply with copyright laws and do not infringe on the intellectual property rights of the copyright owners.

Part 4. Copyright Notice

A copyright notice (Copyright © [year] College or University Name) may be placed on college, university, and Minnesota State owned materials that will be made available to the public. The date in the notice should be the year in which the materials are first published, i.e. distributed or made available to the public or any sizable audience. Where a work is revised over a period of time, a range of years should be used.

Part 5. Copyright Registration

Prior to commercialization of works in which a college, university, or the system office has an ownership interest, such works should be registered with the U.S. Copyright Office in the name(s) of the copyright owner(s).

Part 6. Copyright Compliance

Colleges, universities, and the system office shall develop and implement policies, procedures, and practices to comply with federal copyright laws.

3.28 Charter School Authorizers

POLICY

Part 1. Definitions.

Subpart A. Charter school. A charter school is a public school established under Minnesota Statutes section 124D.10 as either a cooperative or a non-profit corporation. Charter schools and their authorizers are subject to the requirements in Minnesota Statutes section 124D.10.

Subpart B. Authorizers. For purposes of this procedure, authorizer means a system college or university, authorized under Minnesota Statutes section 124D.10, subdivision 3, and Board Policy 3.28, and system procedure 3.28.1 to serve as an authorizer of a charter school and approved as an authorizer by the commissioner of the Minnesota Department of Education (MDE).

Part 2. Authorizer Responsibilities. To support,

improve, and enhance elementary and secondary education in Minnesota, a system college or university may serve as a charter school authorizer consistent with its mission, Minnesota State Colleges and Universities policy and procedure, and Minnesota Statutes section 124D.10. Authorizing institutions shall comply with all statutory requirements for authorizers and shall adhere to standards established for authorizers by the Minnesota Department of Education (MDE).

Part 3. Annual Report. The Chancellor shall report to the Board annually on the status of charter schools authorized by system colleges and universities, including terminations and nonrenewal in the prior year.

Part 4. Termination or Nonrenewal of Charter School Contract.

A college or university may terminate or not renew a charter school contract in accordance with Minnesota Statutes section 124D.10. A college or university may terminate or non-renew a charter school for good cause. Good cause includes, but is not limited to, a determination by the college or university that it is unable to continue acting as authorizer because of administrative, programmatic, or financial considerations of the college or university, or because of failure of the charter school to meet pupil performance requirements specified in the contract, failure to meet generally accepted standards of fiscal management, or violations of law.

3.29 College and University Transcripts

POLICY

Part 1. Uniform Paper Transcript

In furtherance of a common system identification, Minnesota State colleges and universities shall use a uniform format for their official paper transcripts.

Part 2. Paper Transcript Format

The chancellor shall establish a procedure for a uniform paper transcript format for Minnesota State Colleges and Universities.

Part 3. Electronic Transcript (eTranscript)

Colleges and universities shall use the eTranscript within the student information system to document previous academic work completed by students transferring between Minnesota State colleges and universities.

3.30 College Program Advisory Committees

POLICY

Part 1. Purpose

To establish consistent practices for creating and operating college program advisory committees.

Part 2. Definitions

College

A community college, technical college, or community and technical college.

College program advisory committee

A formally organized committee that provides expert advice and assistance to college professional-technical programs.

Part 3. College Program Advisory Committee

Each college shall establish, manage, and operate college program advisory committees in compliance with this policy and System Procedure 3.30.1.

Subpart A. Applicability

An advisory committee must be created for credit-based academic programs determined by a college to be preparation for initial or continued employment.

Subpart B. Membership

A college program advisory committee must include, but is not limited to, employers, students, and faculty who possess the requisite knowledge and skills relevant to the program. One advisory committee may serve more than one program provided that committee members possess requisite knowledge and skills relevant to the programs.

Subpart C. Role of committee

An advisory committee:

- identifies college program needs and opportunities,
- describes the current status and dynamic nature of its industry and/or occupation(s),
- provides guidance and advice on initial development, accountability, expansion, and closure of academic programs or related program clusters at the college or with related

programs at high schools, colleges, and/or universities, and

- reviews the intended competencies and other learning outcomes associated with the program on an ongoing basis.

3.31 Graduate Follow-Up System

POLICY

Part 1. Purpose

To provide students, prospective students, Minnesota State employees, policy makers, program accrediting and approving associations and agencies, and the general public with information about the employment and educational outcomes of graduates of the colleges and universities of Minnesota State.

Part 2. Chancellor's Responsibility

The Chancellor, or chancellor's designee, shall collect and publish information on employment and educational outcomes of recent graduates.

Part 3. College and University Responsibility

Each college and university shall survey its graduates annually to collect follow-up information according to prescribed standards. Each college and university shall ensure the graduate follow-up survey responses are entered into the Student Records System on an annual basis.

3.32 Faculty Qualifications

POLICY

Part 1. Purpose

To ensure that qualified individuals perform faculty work in the colleges and universities of Minnesota State.

Part 2. Definitions

Credential evaluation

The process for evaluating an individual's education and experiences in accordance with established minimum qualifications.

Faculty member and faculty work

Individuals who teach credit-based courses, engage in

research, and/or provide a variety of academic services for the direct learning benefit of students.

Higher Learning Commission (HLC)

One of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes Minnesota. The colleges and universities of Minnesota State are members of HLC.

Minimum qualifications

The minimum requirements used in credential evaluations.

Part 3. Policy Statement

An individual offered employment as a faculty member or any individual assigned to perform faculty work shall meet established minimum qualifications. Minimum qualifications established for faculty work will meet the guidelines and assumed practices set forth by HLC.

3.34 Academic Semester Start Dates

POLICY

Part 1. Purpose

To establish the same official start date for all Minnesota State colleges and universities for fall and spring academic semesters.

Part 2. Background

The official Minnesota State start date is the academic semester start date for each college and university. Establishing the same academic semester start date provides students and the general public reliable information on a single start date for each academic semester, supports inter-institution student enrollment, and increases public awareness that all colleges and universities are part of Minnesota State.

Part 3. Official Minnesota State Start Dates

Each college and university shall implement the official Minnesota State start dates for fall and spring academic semesters. The official Minnesota State academic semester start dates apply to the official beginning date for classes and do not apply to the first day of the faculty work year which is established by each college and university.

Part 4. Establishing the Official Minnesota State Start Dates

The chancellor shall establish the official Minnesota State academic semester start dates for all colleges and
Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

universities. Special (or alternate) semester terms, designed to meet the needs of special student program or course cohorts, are exempted from the requirements of this policy as determined by the college or university presidents.

Part 5. Exceptions to the Official Minnesota State Start Dates

The chancellor may grant an exception to a college or university to allow an academic semester start date that is different from the official Minnesota State academic semester start dates and shall inform the Board of Trustees of all exceptions granted.

3.35 Credit for Prior Learning

POLICY

Part 1. Purpose

To provide students with opportunities to demonstrate competence at the college- and university-level from learning gained through learning experiences outside of a college or university credit-bearing course and to establish consistent practices among colleges and universities for evaluating and awarding undergraduate or graduate credit for prior learning.

Part 2. Authority

Minn. Stat. § 197.775 Higher Education Fairness requires the awarding of credit for veteran's military training or service. Minn. Stat. § 120B.13 Advanced Placement and International Baccalaureate Programs requires Minnesota State to award credit for Advanced Placement (AP) and International Baccalaureate (IB). Minn. Stat. § 120B.131 College-Level Examination Program (CLEP) requires Minnesota State to award credit for College-Level Examination Program (CLEP) examinations. Minn. Stat. § 120B.022 Elective Standards requires Minnesota State colleges and universities to establish criteria for translating world language certificates and seals into academic credit.

Part 3. Definitions

Credit for prior learning

Academic credit awarded for demonstrated college- and university-level learning gained through learning experiences outside college or university credit-bearing courses and assessed by academically sound and rigorous methods and processes.

Credit for prior learning (CPL) - external assessments

Assessment methods and processes at the colleges or universities of Minnesota State that could result in credit for prior learning achieved and assessed through a nationally recognized third-party assessment agency or organization, regionally or nationally accredited postsecondary institution, or noncredit instruction. Students demonstrate a level of proficiency that is recognized through curriculum, instruction, program, or a standardized exam. CPL external assessment types may include, but are not limited to, AP, IB, CLEP, and other national standardized assessments, world languages seals and certificates, industry recognized credentials, licenses, and certifications, and noncredit instruction in programs such as registered apprenticeships, continuing education, and customized training.

Credit for prior learning (CPL) - internal college/university assessments

College or university assessment methods and processes used by Minnesota State faculty members to assess students' demonstrated learning and/or competence. Such assessments determine competence-to-credit comparability, course-equivalency or individualized subject status, and application to degree requirements or electives. CPL internal assessment types may include, but are not limited to, credit by exam, prior learning portfolio assessment, individualized subject-area assessment, group or seminar assessment, and competency-based assessment.

Military courses

A curriculum with measurable outcomes and learning assessments that service members are required to successfully complete based on their military occupation.

Military occupations

A service member's job(s) while in the military.

Prior learning

Learning gained in life, community and/or work-based settings, and through experiences outside of the college or university credit-bearing course, including but not limited to independent study, life experience and reflection, non-credit study programs, career education, continuing education, online learning or instruction, and training or certificate programs. The learning occurs "prior to" the student's request for assessment at a college or university.

Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

Part 4. Opportunities for Students

Colleges and universities shall provide current, comprehensive, and accessible information on opportunities to obtain credit for prior learning to prospective and admitted students as part of degree planning and advising. Colleges and universities shall provide opportunities for enrolled students to demonstrate college- and university-level learning achieved through prior learning experiences outside of the college or university credit-bearing course that is applicable to their courses, programs, or degree requirements. Credit for prior learning opportunities may include CPL external assessments, CPL internal college/university assessments, and/or military courses and military occupations according to System Procedure 3.35.1 Credit for Prior Learning - External Assessments, System Procedure 3.35.2 Credit for Prior Learning - Internal Assessments, and System Procedure 3.35.3 Military Courses and Military Occupations.

Part 5. Awarding Credit for Prior Learning

Colleges and universities shall determine the credit award for students who demonstrate prior learning consistent with system procedures and through processes and methods of external assessment, internal college/university assessment, and/or for military courses or occupations. Credit awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program/major/minor, and/or elective courses.

Part 6. College and University Transfer of Credit for Prior Learning

Credit awarded for prior learning by a college or university must be accepted in transfer by the receiving college or university in accordance with System Procedure 3.21.1 Undergraduate Course Credit Transfer.

Part 7. Credit for Prior Learning Appeals

Colleges and universities shall establish an appeals process that may be used by students who are denied credit requested for prior learning.

3.36 Academic Programs

POLICY

Part 1. Purpose

To direct decision-making regarding the development,

approval and management of credit-based academic programs.

Part 2. Academic Program Goals

Minnesota State Colleges and Universities provide learning opportunities to develop graduates who are:

- a. prepared for work, life, and citizenship;
- b. creative, innovative, and able to respond with agility to new ideas, new technologies, and new global relationships;
- c. able to lead their professions and adapt to the multiple careers they will have over their lifetimes;
- d. able to think independently and critically and resourcefully apply knowledge to new problems;
- e. able to embrace change and be comfortable with ambiguity; and,
- f. able to communicate and work effectively across cultural and geographic boundaries.

Part 3. Definitions

Academic award

A certificate, diploma or degree.

Academic program

A cohesive arrangement of college-level curricular requirements leading to an academic award.

Academic program inventory

The official list of academic programs offered by colleges and universities.

Credit

A unit of measure assigned to a college or university course or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time.

Part 4. Authorized Academic Awards

Subpart A. College and university award authority

Colleges and universities have authority to confer academic awards only as specified below.

1. **Community colleges.** Community colleges have the authority to confer undergraduate certificates, diplomas, and the following

degrees: associate of arts, associate of fine arts, associate of science, and associate of applied science.

2. **Consolidated colleges.** Consolidated colleges have the authority to confer undergraduate certificates, diplomas, and the following degrees: associate of arts, associate of fine arts, associate of science, and associate of applied science.
3. **Technical colleges.** Technical colleges have the authority to confer undergraduate certificates, diplomas, and the following degrees: associate of science, and associate of applied science.
4. **Universities.** Universities have the authority to confer undergraduate and graduate certificates and associate of arts, baccalaureate, and graduate degrees.

Approval by the Board of Trustees is required for a college or university to confer an academic award type for which specific authority is not granted in this policy.

Subpart B. Academic award characteristics

The chancellor shall specify the characteristics of academic awards.

Subpart C. Academic program credit length limits

Academic programs that lead to an associate degree must be limited to 60 credits and academic programs that lead to a baccalaureate degree must be limited to 120 credits unless the chancellor grants a waiver based on industry or professional accreditation standards that require a greater number of credits.

The chancellor shall set program credit length requirements and waiver criteria for undergraduate certificates, diplomas, and graduate-level awards.

Part 5. Authority to Establish Academic Program Locations

Approval of the chancellor is required for establishment of a location at which an academic program may be offered.

Part 6. Academic Program Approval

Approval of the chancellor is required for new academic programs, changes to existing academic programs, suspension of academic programs, and closure of academic programs at colleges and universities. Colleges and universities shall only offer academic

programs that are approved by the chancellor and recorded in the academic program inventory.

The chancellor shall maintain the academic program inventory and annually report to the board on the status of the inventory.

Part 7. Student Options When Academic Programs Are Suspended, Closed, or Changed

A college or university shall provide a student admitted to an academic program an opportunity, consistent with college or university policy, to complete the academic program when it is suspended or closed or when the requirements have changed.

Part 8. Academic Review

Each college and university shall regularly review its academic programs for the purpose of academic planning and improvement.

The chancellor may conduct statewide or regional reviews of academic programs or program clusters, report findings to the board and, when necessary, impose conditions on academic programs.

3.8 Career Information

POLICY

Part 1. Purpose

This policy requires colleges and universities to provide information on career exploration and job opportunities to occupational program students.

Part 2. Definition

For purposes of this policy only, occupational programs are technical and professional academic programs that prepare students for employment.

Part 3. College and University Policy

Each college and university shall provide information on career exploration and job opportunities to all students enrolled in occupational programs.

3.39 Transfer Rights and Responsibilities

POLICY

Part 1. Purpose

To identify the rights and responsibilities of students and colleges and universities related to transfer and to facilitate the transfer of students between MnSCU
Adopted at 6/3/21 FLW and 6/8/21 President's Cabinet

colleges and universities to minimize the loss of credit and time to completion.

Part 2. Definitions

Advisor

A faculty or staff member who explains academic programs, course requirements, or other academic information to students.

Articulation agreement

A formal agreement between two or more educational entities identifying the courses and credits within a program that transfer to a specific academic program using the system articulation agreement template or equivalent evidence of course transferability.

Course outlines

A document approved by the college or university curriculum committee that communicates information about a college or university course.

Degree audit reporting system (DARS)

A database that serves as the official repository of course relationships and also produces a report reflecting a student's progress toward completion of an academic program.

Minnesota Transfer Curriculum (MnTC)

Curriculum comprised of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Receiving college or university

The college or university to which courses or credits are transferred.

Sending college or university

The college or university from which courses or credits are transferred.

Part 3. Student Transfer Rights and Responsibilities

Subpart A. Student transfer rights

Students who transfer have the right to:

- Receive comparable treatment as transfer students or direct entry students with respect to course and program requirements at a college or university;
- Receive clear, accurate, and current information about transfer admission requirements and

deadlines, degree requirements, transfer policies and procedures, articulation agreements, course equivalencies, transfer tools, and the Minnesota Transfer Curriculum;

- Access course outlines, consistent with the requirements of Board Policy 3.21;
- Receive a degree audit report showing how courses transferred, and to receive clarification about transfer evaluations when they have questions;
- Appeal transfer decisions at both the college or university and system levels, as provided in System Procedure 3.21.1;
- Have completed courses that fulfill Minnesota Transfer Curriculum goal areas at the sending college or university accepted as counting toward the same goal areas at the receiving college or university;
- Receive a degree audit showing fulfillment of Minnesota Transfer Curriculum goal areas that match the goal areas of courses at the sending college or university.

Subpart B. Student transfer responsibilities

Students who transfer have the responsibility to seek and use guidance in the following ways:

- Consult with advisors at both the sending and receiving colleges and universities throughout their academic careers, especially when their academic plans change;
- Obtain information about how a change in their academic plans may impact the transfer of their courses and ensure that the change is reflected in their academic record;
- Plan their course(s) of study as early as possible by referring to published catalog requirements, online advising tools, and campus and system websites for college and university programs in which they intend to enroll;
- Take advantage of transfer-related orientation, workshops, or other training opportunities offered by the college or university in which they are currently enrolled and at the one to which they plan to transfer;

- Provide their college or university with all materials required for admission, including official transcripts from all previously attended non-system colleges and universities;
- Notify their home college or university of all courses taken at other system or non-system colleges and universities after transfer or about any other changes to their transcripts to ensure all courses are evaluated;
- When planning to follow the requirements of an articulation agreement or other transfer-related agreement, seek guidance from advisors at their current college or university and notify the college or university to which they plan to transfer;
- Seek information and guidance on the transferability of their chosen program, because not all associate degree's transfer.

Part 4. System College and University Rights and Responsibilities

Subpart A. College and university rights

Colleges and universities have the right to:

- Ensure standards of quality for educational programs offered;
- Determine course equivalencies and admission, program, major, and graduation requirements in accordance with their missions;
- Consider the accreditation of the sending college or university and program in making course transfer decisions.

Subpart B. College and university responsibilities

Colleges and universities have the responsibility to:

- Provide students with access to advisors designated to assist with transfer processes and requirements;
- Provide students with accurate information about transferring into and out of the college or university early in their academic careers, including information about the transfer web page and other resources on their website;
- Provide students with specific information about the transferability of all associate degrees on their academic program webpages, transfer webpage, and program information;

- Refer students to staff and resources at the college or university to which they intend to transfer;
- Update and publish their transfer policies and procedures, requirements, and course offerings, including the current Minnesota Transfer Curriculum, articulation agreements and other transfer related agreements, transfer guides, and course equivalencies, and communicate these to students and the public;
- Make electronic course equivalency, degree completion, and transfer tools available to students, including instructions on their use;
- Provide students with access to the current course catalog and catalogs for at least the prior five years;
- Continuously improve student access to information about transfer and to improve transfer processes;
- Provide written confirmation to transfer students about their admission and transfer-related decisions, including the opportunity to appeal transfer decisions and the result of transfer appeals, in a timely manner;
- Upon request, provide information necessary for the chancellor to monitor and evaluate the effectiveness of existing transfer processes.

3.41 Education Abroad Programs

POLICY

Part 1. Policy Statement

The colleges and universities of Minnesota State strive to provide students with academic and experiential opportunities outside the United States to acquire cultural experiences and develop global competencies.

Part 2. Process Components

Colleges and universities will have a process for approval, evaluation, quality improvement, and the delivery of appropriate institutional support for education abroad programs.

Part 3. Health and Safety of Participants

Education abroad programs approved for credit by a college or university must be established with sound

health, safety, and security measures that minimize risks to the participant and college or university.

Colleges and universities that offer education abroad programs shall request disclosures of hospitalizations and deaths related to participation in the education abroad program. Upon completion of the program, the college or university shall submit necessary reports to the Office of Higher Education pursuant to Minn. Stat. § 5.41.

Part 4. Risk Assessment

Colleges and universities offering education abroad programs shall conduct a thorough risk assessment for the program prior to and during the travel period of the program and comply with the U.S. Department of State Travel Advisories.

Part 5. Third-Party Providers

The requirements of this policy apply to education abroad programs offered by a third-party provider pursuant to a contract with a college or university. Colleges and universities shall inform students that any information students receive about non-contracted third-party providers does not constitute an endorsement, approval, or evidence that the college or university has vetted the third-party provider.

3.42 Posthumous Academic Awards

POLICY

Part 1. Purpose

To recognize the work and achievements of a student who completed a significant amount of the requirements for a degree, diploma, or certificate but dies before the degree, diploma, or certificate is conferred.

Part 2. Definition

Posthumous Academic Award

A degree, diploma, or certificate awarded after the recipient's death

Part 3. Authorization

Colleges and universities may confer posthumous degrees, diplomas, or certificates in compliance with system procedures.

3.43 Accreditation

POLICY

Part 1. Purpose

To establish accreditation requirements for colleges and universities.

Part 2. Background

Higher education institutions demonstrate that they and their educational programs meet minimum standards through accreditation. Accreditation can be attained at the institutional or programmatic level. Once achieved, accreditation must be renewed periodically to ensure that the quality of the institution and educational programs is maintained.

In order for students to receive federal student aid from the U.S. Department of Education for postsecondary study, the institution must be accredited by a federally recognized accreditor.

Part 3. Definitions

Accreditation

A process and a status that assures higher education institutions and programs meet a set of standards developed by peers.

a. **Institutional accreditation**

Accreditation of an entire institution determined by national accreditors, indicating that each of an institution's parts is contributing to the achievement of the institution's mission and objectives.

b. **Program/specialized accreditation**

Accreditation of an institution's programs that involves examination of the individual academic units, programs, or disciplinary offerings to ensure they are providing students with a quality education in a particular area of study. Programmatic accreditation may be required in some fields for graduates to seek licensure or certification. Programmatic accreditation in other fields serves to provide a recognition of quality.

Higher Learning Commission

The Higher Learning Commission (HLC) is an independent corporation that is one of the institutional accreditors in the United States. HLC accredits degree-

granting post-secondary educational institutions in the North Central region (including Minnesota) and is recognized as a accreditor by the United States Secretary of Education.

National accreditation

The accreditation process used or status granted by one of the federally recognized regional accreditors in the United States.

Part 4. Accreditation

Subpart A. Institutional Accreditation

Colleges and universities shall achieve and retain institutional accreditation through the Higher Learning Commission. Any college or university that does not maintain accredited status with the Higher Learning Commission may be subject to loss of degree granting authority.

Subpart B. Program Accreditation

For programs that have an accreditation and for which people working in that field must be licensed or certified for employment, then colleges and universities shall achieve and maintain accreditation for those programs (i.e., law enforcement, nursing, dental hygiene, etc.).

Colleges and universities are encouraged, though not required, to obtain voluntary program accreditation where appropriate and aligned with the mission of the college or university (i.e., automotive technician, business, chemistry, etc.).

Part 5. Report to the Board

The chancellor shall provide an annual report to the Board of Trustees on the status of regional accreditation for each college and university. College and university presidents shall provide an annual update to the chancellor, or chancellor's designee, on the status of their institutional accreditation.