

**TRANSFER ARTICULATION AGREEMENT:**

**Program: Bachelor of Science in Electrical Engineering & Mechanical Engineering  
And Engineering Technology Programs (BSEET, BSCET, BSAET, BSMET)**

**Memorandum of Agreement Between  
Minnesota State University, Mankato and Century College**

**1 Introduction**

Providing students with quality educational opportunities is a mission of both Minnesota State University, Mankato (MSU) and Century College (CC) in all engineering and engineering technology programs offered. The intention of this agreement is to enable students to complete their first two years of study at CC and finish their chosen degree program at MSU.

It is important to emphasize that student success for these program will require the following admission criteria:

1. Four years of high school English,
2. Three years of mathematics, including two years of algebra and one year of geometry,
3. Three years of science, including one year of biology plus one year of physical science,
4. Two years of a single world language plus one year of world culture or arts elective.

Students having deficiencies in the above admission criteria can be granted joint admission status upon completion of coursework sufficient to correct their deficiency. For example, students entering without the prerequisite mathematics may, upon completion of college level algebra and geometry, be granted joint admission.

**2 Transfer Guidelines and Policies**

**2.1 Credit Transfer—Articulated Programs**

The evaluation and transfer of earned college credits shall be in full compliance with the Minnesota State Colleges and Universities' Board of Trustees Policy Section 3.21: Undergraduate Credit Transfer and all other state and federal educational policies pertaining to undergraduate

credit transfer. Current students and graduates, who have earned degrees or diplomas from CC, shall be eligible for credit evaluation under the terms of this agreement. Programs eligible for transfer under this articulation agreement are listed in section 3.1 of this document.

Associate of Arts, Associate of Science, Associate of Applied Science and Associate of Science in Engineering Degree Transfers:

AA, and AS degree graduates will generally transfer a minimum of 64 semester credit hours. Assuming the general education program meets the science, speech, English and mathematics requirements as stated in 2.2, the student will meet all general education requirements of their chosen degree program without the need for additional coursework.

AAS degree graduates will generally transfer a minimum of 50 semester credit hours, to include 20 general education/Minnesota Transfer Curriculum hours and approximately 30 credit hours of occupational specialty. Exceptions to this are possible and each admission will be reviewed for maximum credit transfer.

ASE degree graduates will generally transfer a minimum of 64 semester credit hours, to include 38 general education/Minnesota Transfer Curriculum hours and approximately 24 credit hours of occupational specialty. Holders of ASE degrees from CC will be exempt from all further general education requirements for BSEE or BSME degrees but may need to complete additional coursework for technology degrees. Holders of ASE degrees who have completed the required pre-engineering courses and have obtained a cumulative GPA of 2.5 or better in all mathematics and science courses will be guaranteed admission to the engineering program to which they apply.

## **2.2 General Education-Liberal Arts Credits:**

MSU's transfer specialist will evaluate the transferring student's transcript and accept those courses approved for liberal arts/general education transfer. Completion of the Minnesota General Education Transfer Curriculum at CC will signify that the lower-division general education requirement at Minnesota State University has been met for all degree programs.

For students to graduate within a 128-hour program, the General Education must include course equivalents of English 101, Speech 102, Math 115, Math 121, and Physics 211.

### **2.3 Transfer of Equivalent Credits:**

Each of the Minnesota State University programs listed in section 3.1 of this document will establish and maintain current course transfer guides, to be updated biennially, for courses which will be accepted in transfer from CC into the related baccalaureate program at MSU. The MSU transfer specialist will evaluate these equivalent courses at the time of transfer.

### **2.5 Other Transfer/Graduation Requirements:**

Each student graduating from Minnesota State University is expected to have completed at least one-third of the baccalaureate degree courses as upper-division courses. In addition, for MSU to grant the baccalaureate degree, a minimum of 30 semester credits must have been earned at MSU. All Minnesota State University applicable graduation requirements defined by MSU and MnSCU must be met.

### **2.6 Deficiencies**

- 2.6.1 AA degree transfer students with a completed Minnesota Transfer Curriculum (general education) would be required to complete any specific general education and prerequisite support courses required by their specific baccalaureate program. Completion of these program-specific requirements may cause the transfer student to exceed the 128-semester credit graduation requirement. Transfer deficiencies can be avoided by following the guidelines of 2.2.
  
- 2.6.2 AS, AAS, and ASE degree transfer students without a completed Minnesota Transfer Curriculum (general education) would be required to satisfy Minnesota State University general education requirements as specified by their degree programs. AS, AAS degree transfer students with a completed Minnesota Transfer Curriculum (general education) would be required to complete any additional general education and prerequisite support courses required by their specific baccalaureate program. Completion of these program-specific requirements may cause the transfer student to exceed the 128-semester credit graduation requirement.

## **3 Articulated Programs, Timelines, and Signatures**

### 3.1 Articulated Programs

After reviewing the program description materials supplied by CC, the faculty of the Departments of Electrical Engineering and Electronic Engineering Technology, Mechanical Engineering and Automotive/Manufacturing Engineering Technology at Minnesota State University and the faculty of the listed programs agree that these programs partially fulfill the requirements of the baccalaureate degrees specified and are appropriate for transfer. In particular, this agreement applies to the Associate of Science degree in Engineering (ASE) and related programs. This articulation agreement will also accept AA and AS diplomas from CC with course selection to meet the requirements of the MSU Engineering or Technology degree programs listed above.

In addition to these terms, MSU agrees specifically to:

1. Maintain a listing of all students wishing to be jointly admitted and will ensure that such students receive any and all information sent to other students at MSU.
2. Maintain a listing of lower division courses required for the various programs and the equivalent courses that can be taken at CC.
3. Will, upon request, assign a faculty advisor and provide early advising for CC students who wish to discuss their program of study at MSU.
4. Will have representatives visit CC regularly to explain the programs and answer questions, which may arise.
5. The Dean of the College of Science, Engineering and Technology will appoint a faculty member to serve as an advocate for CC students at MSU.

In turn, CC will provide the following responsibilities:

1. Strive to maintain the course offerings necessary to prepare students in their pre-engineering program.
2. Appoint a faculty member as an advocate for pre-engineering students, and to serve as the main contact for the MSU appointed faculty advocate.

3. Advise students of the availability of this joint admission program and will assist them, as necessary, in the enrollment process.

**3.2 Articulation Agreement Review:**

This articulation agreement shall be reviewed by Minnesota State University's legal information specialist prior to securing final. After this agreement has been signed a final copy will be provided to the specialist.

The Senior Vice President at Minnesota State University, Mankato, or designee, and the Vice President and Dean of Instruction at CC, or designee, shall biennially review this memorandum of agreement for articulated transfer. Additions of approved articulated programs will follow the same process as those approved initially. Programs may be added or deleted by mutual consent and initialing changes by authorized representatives of Minnesota State University and CC. The date of implementation will be considered the date signed by both institutions.

**3.3 Signatures:**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Institution

**3.5 Articulation Agreement Timelines:**

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Effective Date

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Date of Outcomes Evaluation

\_\_\_\_\_  
**Date of Review**

\_\_\_\_\_  
**Date of Expiration**