Metropolitan State’s Registrar’s Office determines whether credits will transfer and which courses will meet GELS requirements.

COM evaluates the transferred courses to see if they meet any COM major or minor requirements, consistent with Metropolitan State Procedure 212.

COM faculty evaluate transferred courses to ensure students have the background and skills necessary to succeed in courses required for their program, and to ensure each student’s program provides the quality and meets the learning goals expected from a COM program. COM transfer policy is intended to enable students to complete their programs efficiently while maintaining the quality of their education.

**COM will accept a course as meeting a COM major or minor requirement** if the course is approved by College of Management faculty, consistent with the following considerations 1 through 5, plus the Other Considerations below.

1. The course’s content is equivalent to or acceptable in place of a Metropolitan State course, as determined by Metropolitan State’s COM faculty as per Metropolitan State Procedure 212 Section 10.3.a;
2. The course was taught at a similar level to or higher level than the comparable COM course:
   a. Lower division courses may be accepted in place of Financial Accounting, Fundamentals of Information Technology in Organizations, College Algebra, Calculus, Macroeconomics, Microeconomics, and Statistics;
   b. Normally only upper division or graduate courses from other institutions will be accepted in place of COM upper division courses;
3. The content and level of the course are consistent with state/national-level professional, industry and licensure standards;
4. The course carries a grade of “S” or “C-” or higher; and
5. The course meets any other criteria defined by the faculty.

COM will not accept a course as meeting a COM major or minor requirement if, for example:

- COM faculty determine that the course is not comparable in content and level to a given COM course, or have insufficient information to determine that the course is comparable to the COM course;
- The course was awarded fewer than 3 quarter or semester credits, and the COM course is a 3 or 4 credit course;
- The course is not acceptable because it was taken too long ago, as defined by the appropriate faculty, as per Procedure 212 Section 10.5.
  a. MIS courses taken more than five years prior to the term of transfer course review.

Exceptions to these policies may only be approved by the appropriate Metropolitan State department chair or curriculum coordinator.
Appeals: Students may submit an appeal of the evaluation of their transfer credits for major and minor requirements, as per University Procedure 212 Section 9.A.2. Students should consult a COM advisor if they wish to appeal a course transfer decision. Appeals must be in writing and include a copy of the course syllabus from the year and term the course was taken, and/or additional supporting information that the student wishes to be considered as part of the appeal. The appeal should be submitted to the Office of the Dean of the College. Students will receive a timely response providing a rationale for the decision.

Other Considerations:

1. Articulation agreements with certain Minnesota community colleges allow approved lower division courses to be accepted in place of designated upper division COM courses. See the College of Management “Transfer Guide – Twin Cities Community Colleges” chart or the COM Advising Center, for details.

2. COM has agreements with a variety of colleges, articulating specified AAS degrees with BAS degrees and governing the transfer of those credits.

3. Students who take a course that is substantially equivalent to a course they have previously taken will not receive credit for both courses. A transfer course in MIS that is not accepted for a major or minor requirement because it was taken too long before transfer to the University is not considered substantially equivalent to current courses in those disciplines.

4. Free waiver exams are available for Financial Accounting, Strategic Management Accounting, Fundamentals of Information Technology in Organizations, Marketing Principles, Macroeconomics, and Microeconomics. If passed, waiver exams satisfy a requirement but do not award credit. Information is available from the COM Advising Center or online on the COM Advising Forms and Handouts page.

5. Prior Learning Assessment, CLEP or DSST exams may be possible options for students with previous learning in a subject. Consult with a COM advisor for more information.