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MINNESOTA STATE UNIVERSITY  
**moorhead**

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## **Secondary and K-12**

# **Transfer Information**

*The mission of the teacher education unit at Minnesota State University Moorhead is to prepare teachers for the 21<sup>st</sup> century, who are literate, grounded in the liberal studies, skilled in instruction and dedicated to inclusive education for all learners. They will provide leadership for education that maximizes students' opportunities to participate in a technological, diverse and rapidly changing democratic society.*

Minnesota State University Moorhead is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, creed, veteran's status, national origin, sex, sexual orientation/affectional preference, age, marital status, physical and mental disability, status due to receipt of public assistance or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363 and other applicable state or federal laws. Inquiries regarding compliance should be referred to the Affirmative Action Officer at (218) 477-2229.

*Revised September 2006*

# Welcome!

This booklet contains information for transfer students, to make sure you get the maximum amount of credit possible for the work you have done at other institutions.

There are **two steps** to ensuring you get proper credit.

- (a) Make sure official transcripts from all colleges you have attended are sent to the admissions office, so that credit hours for courses taken are recorded on your transcript. To check and see whether all your courses are included, click on “Registration” on the MSUM web page ([www.mnstate.edu](http://www.mnstate.edu)) and check your updated transcript.
- (b) Match the courses from previous colleges with requirements of your program at MSUM, and have the appropriate faculty member sign a *waiver memorandum* for each course that satisfies program requirements. The next section explains how to do this.

If you have any questions about how this process works, please contact the Secondary Education Advisor, Dean Mollerud, 214I Lommen Hall, (218) 477-2560, [mollerud@mnstate.edu](mailto:mollerud@mnstate.edu).

## **Obtaining credit for program requirements**

Program requirements for Secondary and K/12 Education majors fall into three categories:

- (a) MSUM *liberal studies* program: 42 credits in 10 categories, with a minimum GPA of 2.25. Four courses from the Education core, AMCS 233, CMST 100, ED 294, and SPED 320, also count toward these liberal studies requirements. The liberal studies requirement is waived for students with a BA, BS, or AA degree from an accredited college. It is also waived for students who have completed the Minnesota transfer curriculum at another Minnesota college. However, you must still complete the 4 core courses identified above.
- (b) *Major* in the subject area in which you plan to teach (41 – 70 credits, depending on subject)
- (c) *Education Core* program, 36 credits.

To ensure proper credit is received, you will need to meet with both with your subject-area advisor and with Mr. Mollerud to review your academic record. Bring complete transcripts from all other colleges to ensure you obtain maximum possible credit. In some cases we may ask you to provide course descriptions and syllabi to help us determine whether a course at another college covered all the material included in one of our courses. The review process will differ depending on which courses are involved:

*Liberal studies*      Transcripts from other colleges you attended are evaluated by the Admissions Office, and credit will show up on your MSUM transcript. Courses that count toward the liberal studies requirement will be identified by division: A, B, C, D, E, F, or F1. If you believe you did not receive all the credit you were due, check with

Kathy Anstadt in the Records Office or Jim Anderson in Admissions. They will review the courses in question. It is helpful if you can give them a copy of the course syllabus. Decisions on transfer credits can be appealed by filling out the Transfer Appeal form available at the Academic Affairs office, Owens 206. *Note:* the Liberal Studies requirement is waived if you enter M.S.U.M. with an Associate of Arts degree from an accredited college.

*Subject major* Courses accepted for credit by the Admissions Office may be counted toward major requirements only if they are approved by the major department or program. The subject-area advisor will identify courses which meet departmental requirements. Your advisor will prepare a Waiver memorandum, listing the courses for which you're receiving credit. Copies of the Waiver memorandum will be sent to the Records Office and kept on file by the department. Keep your copy in a safe place, as you will need it when you apply to graduate.

*Education core* Education courses accepted by the Admissions Office may be counted toward Education core requirements only if they are approved by Mr. Mollerud or the lead instructor of the MSUM course for which credit is given. A list of lead instructors for these courses is provided below. If credit is approved, a Waiver memorandum will be provided. Keep your copy in a safe place, as you will need it for your SARTE application as well as when you apply for licensure.

### **Students who have earned a B.A. or B.S.**

If you have completed a B.A. or B.S. and are taking courses to obtain licensure, you will not be assigned an advisor. As soon as you enroll, you must take the initiative and make an appointment with the advisor for your subject area and with Mr. Mollerud. Bring transcript(s) of all previous college work and a proposed schedule of classes to these meetings. You should meet with the subject area advisor every semester after enrollment and with Mr. Mollerud whenever you have a question about the education core program.

Students with current Minnesota licensure who seek licensure in a new area are not required to apply to Teacher Education and do not need to submit SARTE forms. Students with an undergraduate degree who are not currently licensed in Minnesota *are* required to submit SARTE forms before enrolling in 300- or 400-level education courses, including ED 310, SPED 320, ED 398, EECE 448, and ED 443. Enrollment in most subject-area methods courses is blocked as well.

