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**Transfer Guide for
METROPOLITAN STATE UNIVERSITY
COLLEGE OF MANAGEMENT**

Metropolitan State University Contact:

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www.metrostate.edu or <http://choose.metrostate.edu/transfer/>

Metropolitan State University's College of Management (COM) offers Bachelor of Science degree programs in: Accounting, Business Administration, Economics, Finance, Human Resource Management, International Business, Management, Management Information Systems, and Marketing.

Graduate degrees include a Master of Business Administration (MBA), Master of Public and Non-Profit Administration (MPNA), Master of Management Information Systems (MMIS), and Doctorate of Business Administration (DBA).

Currently, Metropolitan State offers the junior and senior-level courses required for the B.S. degree in Business Administration on the Coon Rapids campus of Anoka-Ramsey Community College. Students must apply and be accepted at Metropolitan State University to enroll in these upper-division business courses which are taught by Metropolitan State faculty. All required courses are offered in the evening, and selected courses are also available during the day.

Anoka-Ramsey Community College and Metropolitan State University have an *articulation agreement* for the A.S. in Business to the bachelor's degree in Business Administration.

Requirements for the Bachelor's Degree:

Students must complete:

- A minimum of 120 credits
- A minimum of 40 upper division (courses numbered 300 or higher) credits. At least 30 must be Metropolitan State credits (residency requirement).
- Completion of all general education/liberal studies (GELS) requirements
- All requirements for the major.

General Education/Liberal Studies Requirements (48 semester credits):

- Students who complete the Minnesota Transfer Curriculum (MnTC) or the Associate of Arts Degree at Anoka Ramsey Community College have completed Metropolitan State University's lower division General Education requirements.
- Students transferring to Metropolitan State without an associate of arts degree or the MnTC must complete 40 semester credits of general education requirements which address the 10 goal areas.
- An additional eight semester credits in upper division liberal studies are also required for a bachelor's degree. These 300 level or higher credits must be earned at Metropolitan State or another four-year institution.

College of Management Program Requirements

The following foundation and core courses are required for all COM undergraduate majors in accounting, business administration, finance, international business, management, management information systems, and marketing. Undergraduate majors in economics and human resource management must follow a list of specific foundation and core courses designed for each of these programs. Major requirements for all majors are available online at: <http://www.metrostate.edu/msweb/explore/com/undergrad/index.html>

COM Foundation Courses	ARCC Equivalents
College Algebra (MATH 115)	MATH 1200
Statistics (STAT 201)	MATH 1110
Macroeconomics (ECON 201)—10 year limit	ECON 2205
Microeconomics (ECON 202)—10 year limit	ECON 2206
Fundamentals of IT in Organizations (MIS 100)—5 year limit	BUS 1112
Financial Accounting (ACCT 210)—5 year limit	BUS 1125
COM Core Courses	ARCC Equivalents*
Financial Management (FIN 390)	
Management Principles and Practices (MGMT 310)	BUS 2244 (transfers as lower division)
Introduction to Operations Management (DSCI 434)	
Principles of MIS (MIS 310)	
Marketing Principles (MKTG 300)	BUS 2142 (transfers as lower division)
Case Studies in Strategic Management (MGMT 499)	
Business Administration & Management Major Required Courses	ARCC Equivalents*
Legal Environment of Organizations (BLAW 320)	BUS 2215 (transfers as lower division)
Strategic Management Accounting (ACCT 320)—5 year limit	BUS 2126 (transfers as lower division)
Organizational Behavior (MGMT 320)	

**Be aware that although ARCC's courses BUS 2244, BUS 2142, BUS 2215, and BUS 2126 transfer to Metro State replacing upper division Metro courses, the credits can only transfer as lower division and do not count towards the minimum of 40 upper division credits required by Metro State.*

Transfer Policies:

- Students are eligible for transfer to Metropolitan State after they have completed at least 16 semester credits with a cumulative GPA of 2.0 or better. Students with fewer than 16 post-secondary credits apply as “new freshmen.”
- Courses with “D” grades or their equivalent will only be accepted in transfer if they are part of the MnTC. If a student transfers with an A.A. degree and has received a grade of “D” in any COM requirements (such as Economics, Statistics, Accounting), those courses must be repeated.
- Up to 16 semester credits from a technical college will be awarded.
- For information about transfer policies and course equivalencies, go to <http://archive.metrostate.edu/com/advising/index.html>. In the left column, select “Forms and Handouts” and scroll down to “Transfer Policy” and “Transfer Guide-Twin Cities.”

Associate of Arts (A.A.) and Associate of Science (A.S.) Business Degrees

The majority of general education, College of Management foundations, and major coursework requirements listed above can be included in an A.A. or an A.S. in Business degree at Anoka-Ramsey. Upon transferring to Metro State, students complete any remaining general education credits plus upper-division liberal studies (8 semester credits) and major coursework and meet other degree requirements.

Associate in Applied Science (A.A.S.) Degree

Though the A.A.S. in Business transfers in its entirety to Metro State, it does not allow for sufficient electives to complete all of the lower-division general education requirements. Student may choose to complete the remaining general education requirements at ARCC, Metro State, or another college or university. There is no limit on the number of lower-division credits that a student may transfer, but given the liberal arts and upper-division credit requirements for the B.S. degree, students with an A.A.S. degree may need more than 124 credits for graduation. Metro State's First College offers an Individualized B.A. which may be a desirable option for some students with an A.A.S.

Application Process (<http://www.metrostate.edu/admissions/>)

- It is best to apply no later than the *beginning* of your final semester at Anoka Ramsey Community College.
- Students may meet with an *admissions counselor* to get started.
- *Major advisors* work with students who are already accepted into a college or program. They advise many students and are often not available to meet with prospective students.
- Some majors have specific course requirements or pre-requisite requirements that must be completed before admission to that major. The Metropolitan State website will give you this information.
- Complete Metropolitan State's application for admission.
- Submit official transcripts from all prior post-secondary institutions.
- Submit a non-refundable \$20 application fee with your application.

Campus Visit:

You are encouraged to attend an information meeting. Go to: <http://www.metrostate.edu/msweb/apply/meetings.html> for dates and locations.

If at the time you transfer, your courses are not accepted according to the information on this guide, contact the person/office at your transfer institution listed in the top right hand corner of page one of this guide. If satisfactory resolution does not occur, contact an ARCC counselor for assistance.

NOTE: This guide should be used with the catalog of the intended transfer college, NOT in place of it. Changes in requirements occur periodically, so check with both the transfer college and the Anoka-Ramsey Career Center at least once a year for updated information