

**University of North Dakota
Essential Studies Program**

GUIDELINES FOR ESSENTIAL STUDIES TRANSFER

“Essential Studies” is UND’s undergraduate program in general education.

The University of North Dakota welcomes transfer students and accepts credits awarded by regionally accredited institutions. Specific questions or inquiries not addressed by the Guidelines can be addressed to:

Registrar’s Office
christina.fargo@und.edu
701.777.2148 or 777-2711
Twamley Hall 201 (Stop 8382)

Additional information about UND’s Essential Studies program can be found at the ES website:

<http://und.edu/academics/essential-studies/>

This document was initially approved by the Essential Studies Committee on: April 1, 2011. It was revised and approved by the Essential Studies Committee in 2015. The current version was revised and approved by the Essential Studies Committee in April, 2022.

UND Essential Studies Program
2019 GUIDELINES FOR ESSENTIAL STUDIES COURSE TRANSFER (G.U.E.S.T.)

This document describes how courses taken at other institutions align with UND's Essential Studies (ES) program requirements for both Breadth of Knowledge (BOK) requirements and Special Emphasis (SE) requirements. It is intended to help with course transfer into the ES program.

Students under Essential Studies. The ES program applies to all first-year students who entered UND in Fall 2008, or later, and for all transfer students who entered UND in Fall 2009, or later. Updated requirements in the Special Emphasis categories of Diversity of Human Experience and Analyzing Worldview apply to all students who begin at UND in Fall 2020 or later.

Transfer Agreements. Some transfer credit decisions are determined by the North Dakota University Systems' (NDUS) "General Education Requirements Transfer Agreement" (GERTA). UND's BOK categories are the same as the GERTA categories. GERTA is used to facilitate transfer between the 11 institutions in the state public college and university system; it is often used for transfer from the ND tribal colleges and the ND private institutions. In addition to GERTA, NDUS also has a "Common Course Numbering" policy, which applies primarily to courses in general education.

Besides the NDUS agreements, UND has also established articulation agreements with a large number of schools and systems outside the state. See the Registrar's Office for current list.

Students who have earned an associate of arts or associate of science from a U.S. regionally or CHEA accredited institution will be considered to have completed the Breadth of Knowledge requirements but must still complete the capstone and special emphases requirements, except where existing transfer policies also waive special emphases.

Students transferring to UND with a completed 4-year baccalaureate degree earned at U.S. regionally or CHEA accredited institution or earned outside of the U.S. but with an equivalency of a United States bachelor's degree from a regionally accredited institution as designated by trained admissions personnel and/or foreign credentials services of American (FCSA) or member organizations of the national association of credential evaluation services (NACES) or the association of international credit evaluators (AICE) will have all Essential Studies requirements waived.

Transfer Credit for Majors. Requirements for majors and pre-requisites within majors are *not* addressed by this document. Questions about this aspect of transfer should be addressed to the major department.

If the course equivalent at UND and the guidelines are different: When a transfer course receives a UND equivalency that is not an approved ES course but based on GUEST would fulfill ES requirements, the student has the one-time option of having the equivalency removed so the course may be used to fulfill the ES requirement. The student would need to contact the Registrar's Office with the request to remove the equivalency.

Caution Concerning Use of the Guidelines.

Readers are reminded that the purpose of this document is to provide general guidance that can be used by advisors to provide advice regarding evaluation of course credit for Essential Studies. While students should always check their Academic Advising Report or Degree Map*, all final

**decisions are made as part of an official transcript review by the Office of the Registrar.
Decisions made by consulting this document will not supersede that review.**

*Each student can access his/her Academic Advising Report through Campus Connection or Degree Map. The report tells which program requirements in Essential Studies and in the major that the student has completed to date. It also tells which requirements remain to complete. The AAR is a key tool that helps students and their advisers plan their programs of study wisely and efficiently.

Checklists for ES Transfer
Steps to be followed in Addressing Inquiries about ES Transfer Credit

Prospective Students

1. Inform the student about the articulation agreements that are available online. If the student's transfer institution is one with whom we have an agreement, they will be able to find that information online.
2. Advise prospective transfer students to contact their college advisor for other questions about transferring. Advise students who have not yet decided on a major to contact the College of Arts & Sciences to inquire about the Bachelor of General Studies degree. Any other questions related to transfer should be directed to the Registrar's Office.

Newly Admitted Students

1. All admitted transfer students will have a course-by-course evaluation of their incoming transfer credit. The Office of the Registrar will determine which credits will transfer to UND, including how those credits will be applied toward UND's Essential Studies requirements.
2. The individual college or department determines how the accepted courses may be used toward the student's major.
3. Check the Academic Advising Report or Degree Map--it will be used to reflect how courses apply toward the student's degree requirements.
4. If a course was not marked as equivalent to a specific UND course, a Breadth of Knowledge or Special Emphasis requirement and the student thinks it should have been, it is the student's responsibility to contact their Academic Core Advisor for review and investigation of the transfer equivalency decision.
5. If a satisfactory decision is not reached through departmental consultation, the student may appeal by petition directly to the Essential Studies Committee. Students and advisors may also contact the Director of Essential Studies for help with petitions.

Currently Enrolled Students

1. All currently enrolled UND students who have taken courses at another institution will have their incoming transfer courses evaluated by the Office of the Registrar. The Office of the Registrar will determine which credits will transfer to UND, including credits to be applied toward UND's Essential Studies Requirements.
2. The individual college or department determines how the accepted courses may be used toward the student's major.
3. The Academic Advising Report or Degree Map will be used to reflect how courses apply toward a student's degree requirements.
4. If a course was not marked as equivalent to a specific UND course, a Breadth of Knowledge or Special Emphasis requirement and the student thinks it should have been, it is the student's responsibility to contact their advisor for review and investigation of the transfer equivalency decision.
5. If a satisfactory decision is not reached through departmental consultation, the student may appeal, with an ES petition, directly to the Essential Studies Committee. Students and advisors may also contact the Director of Essential Studies for help with petitions.

**GUIDELINES FOR ESSENTIAL STUDIES TRANSFER:
BREADTH OF KNOWLEDGE REQUIREMENTS**

Reminder: the following covers courses other than those governed by Common Course Numbers, GERTA, Articulation Agreements, and/or other NDUS policies.

Information below is organized first by Breadth of Knowledge (BoK) area--Communication, Social Sciences, Arts and Humanities, and Math/Science/Technology-- and second by department.

NOTE: Guidelines included here may be used to address questions about ES credit. These guidelines do not address course equivalency.

I. Communication:

- ✓ TRANSFER CREDIT OK'd for English Composition I: (UND's English 110), College Writing I, College Composition I, Composition I, Freshman Writing.
- ✓ OK for English Composition II (UND's English 130): NDUS English 120 and 125, Research Writing courses, College Writing II, College Composition II, Composition II, Professional/Business and Technical Writing courses, Public Writing courses.
- ✓ NO: Writing courses with a technical program prefix will not normally count toward the ES Communication requirement.
- ✓ NO: Courses in literature will not count toward the BOK requirement in Communication. However, they may count toward the Humanities requirement.
- ✓ OK for Oral Communication: Any 3-credit course that is clearly a public speaking course. E.g., Speech, Introduction to Public Speaking.

(NOTE: Courses such as "Introduction to Communication," "Mass Communication," and "Interpersonal Communication" do not normally fulfill this requirement because they may be about communication rather than provide students with opportunities to practice and receive feedback on their oral communication skills.)

II. Social Science

Anthropology:

- ✓ OK: Introduction to Anthropology or course in Cultural Anthropology, Archaeology or Pre-History.

(NOTE: Courses in Physical Anthropology or Biological Anthropology or Human Origins do not fit here but they may fit under Math/Science/Technology.)

Economics:

- ✓ OK: Intro, Micro, Macro, Survey of Economics.

(NOTE: Courses in Statistics will count under Math/Science/Technology.)

Gender studies:

- ✓ OK: Any women or gender studies course that contains a social science discipline in the title (e.g., Psychology of Women or Gender Sociology).

Geography:

- ✓ OK: Human, Cultural or Introduction to Geography. Regional Geography courses.

(NOTE: Courses in Physical Geography, Weather or Climate may fit Under Math/Science/Technology.)

Indian Studies:

- ✓ OK: Introduction to Indian Studies or courses in Culture or Politics.

(NOTE: Courses in Art, Religion, History, Languages or Literature fit instead under Humanities.)

Political Science:

- ✓ OK: Any regular academic Political Science course.
- ✓ NO: experiential courses or work in political science, e.g., student government.

Psychology:

- ✓ OK: Introduction to Psychology, General Psychology, Developmental (e.g., Child Psychology, Adolescent), Abnormal, Personality, Cognitive, Social, Sport, Forensic, Positive, Learning, Educational, or other sub-field area in Psychology

(NOTE: Statistics courses count under Math/Science/Technology; "Self-Help" courses do not apply to ES but would transfer in as elective credits.)

Sociology:

- ✓ OK: Introduction to Sociology, General Sociology, and most other Sociology courses.

(NOTE: Statistics courses count under Math/Science/Technology; Self-Help courses or 100 or 200-level courses on marriage or family normally do not apply to ES but would transfer in as elective credits.)

Social Science:

- ✓ OK: Introduction to Social Sciences.

III. Fine Arts:

- ✓ OK: Any course in Art, Music or Theatre.
- ✓ OK: Creative Writing.

IV. Humanities:

English:

- ✓ OK: Any literature course. Examples include: Courses with phrase "literature" or "literary" in the title (e.g., "Literary Analysis," or "Introduction to Literature"). Also, Poetry, Short Story, Fiction, Novel, Drama, or "Introduction to" any of these. American or British "survey" or "authors." Courses that explore various kinds of "writers" or "writing" (e.g., American, Native American, African American, Minnesota, Midwestern, Women, Twentieth-Century).

(Note: Creative Writing counts under Fine Arts).

Gender studies:

Guidelines for Essential Studies Transfer (GUEST): 2019 Edition

- ✓ OK: Any women or gender studies course that contains a humanities discipline in the title (e.g., History of Women or Gender Philosophy).

History:

- ✓ OK: Any regular academic History course.

Humanities course:

- ✓ OK: Any regular academic introductory or survey course in Humanities, e.g., Intro to Humanities, Humanities Survey, Humanities I, Humanities plus an era (e.g., Humanities: Greek and Roman).

American Indian Studies:

- ✓ OK: Courses in History, Languages, Literature, Religion.

Languages:

- ✓ OK: Any regular academic foreign language or Native American language course.

(NOTE: American Sign Language is not accepted as Humanities for UND and transfer courses.)

Philosophy:

- ✓ OK: Any regular academic Philosophy course with a Philosophy prefix.

Religion:

- ✓ OK: Any course from public colleges and universities.
- ✓ OK: Any course from private colleges without religious affiliation.

(NOTE: Courses from colleges with a religious affiliation must be reviewed by the Philosophy & Religious Studies department for ES applicability.)

Art/Music/Theatre:

- ✓ Art/Music/Theatre courses in appreciation, history, or literature will count toward the BOK requirement in Fine Arts. However, students may request to use these courses to count toward the BOK requirement in Humanities instead (cannot count “both ways”). Students or advisors should contact the Registrar’s Office if they want to make such a request.

V. Math/Science/Technology:

Special Note about Laboratory courses: To fulfill the Lab Science portion of the MST requirement, the classes approved below must be at least 4 semester credits (or 3+1) and include a lab (see section on Notes for information on fractional credit, p.13). The lecture and lab must be for the same course, e.g., General Biology 3 credits + General Biology Lab 1 credit.

Anthropology:

- ✓ OK: Physical Anthropology, Biological Anthropology or Human Origins.

(NOTE: Other Anthropology courses may fit under Social Sciences.)

Biology:

- ✓ OK: Standard Biology courses, e.g., Introduction to Biology, General Biology, Principles of Biology, Concepts of Biology, Environmental Biology, General Ecology, Microbiology.
- ✓ OK for Lab: General Biology, Concepts of Biology, Human Biology, Anatomy & Physiology, Biochemistry, Microbiology. *(See also Special Note above about Labs)*

Chemistry:

- ✓ OK: Standard courses in general Chemistry, e.g., Preparatory Chemistry, Introduction to Chemistry, Introduction to General Chemistry, Fundamentals of Chemistry, Aspects of Chemistry, General Chemistry, Principles of Chemistry.
- ✓ OK: standard courses in Organic Chemistry, Inorganic Chemistry, Biochemistry.
- ✓ OK for Lab: General Chemistry, Chemistry for Non-Science Majors. *(See also Special Note about Labs)*

Geography:

- ✓ OK: Physical Geography, Weather and Climate, Earth Science.
- ✓ OK for Lab: Physical Geography, Earth Science. *(Note: see also Special Note about Labs)*

(NOTE: Introductory courses, such as "Introduction to Geography," fit under Social Sciences.)

Geology:

- ✓ OK: Introduction to Geology, Physical, Historical, Environmental.
- ✓ OK for Lab: Introduction to Geology, Physical, Historical. *(See also Special Note about Labs)*

Meteorology/Atmospheric Science:

- ✓ OK: Introduction to Meteorology, Introduction to Atmospheric Science.
- ✓ OK for Lab: Introduction to Meteorology. *(See also Special Note about Labs)*

Nutrition:

- ✓ OK: Introduction to Nutrition.

Physics:

- ✓ OK: Introduction to Physics, College Physics, Engineering Physics, Astronomy, Physics for Non-Science majors.
- ✓ OK for Lab: All of the above. *(See also Special Note about Labs)*

Physiology and/or Anatomy:

- ✓ OK: Any standard Anatomy or Physiology or combined Anatomy & Physiology course.
- ✓ OK for Lab: Any of the above. *(See also Special Note about Labs)*

Mathematics:

- ✓ OK: College Algebra, Trigonometry, Pre-Calculus, Survey of Calculus, Applied Calculus, Calculus.
- ✓ MAYBE: Courses with titles like "Math for Liberal Arts" will be evaluated individually, normally by UND's Department of Math. Check with the Registrar's Office first.

(NOTE: Courses that are a pre-requisite for College Algebra do not count, nor do Math courses geared specifically for a vocational program.)

Computer Science:

- ✓ OK: Introduction to Computers, Introduction to Computer Science.

(NOTE: Data entry courses, programming language courses, and computer courses with a technical program prefix do not normally apply to ES but would transfer in as elective credits.)

Statistics:

- ✓ OK: Any course labeled Statistics under Business, Economics, Mathematics, Statistics, Psychology, Sociology, or similar programs.

(NOTE: Statistics courses within a technical or vocational program normally do not apply to ES but would transfer in as elective credits.)

REMINDER: An official transcript review must be completed before any credit decision can be considered as final. Also remember that this document addresses ES applicability, not transfer equivalence.

**GUIDELINES FOR ESSENTIAL STUDIES TRANSFER:
SPECIAL EMPHASIS REQUIREMENTS**

*NOTE: Guidelines included here may be used to address questions about ES credit.
These guidelines do not address course equivalency.*

I. Quantitative Reasoning: (“Q”)

Mathematics:

- ✓ OK: College Algebra, Trigonometry, Applied Calculus, Survey of Calculus. Finite Math, Calculus, Differential Equations, Statistics.
- ✓ MAYBE: Courses with titles such as “Math for Liberal Arts” will be evaluated individually, normally by UND’s Department of Math. Check with the Registrar’s Office first.

Sciences:

- ✓ OK: any regular academic course in general Chemistry.
- ✓ OK: Physics, Atmospheric Sciences (Meteorology).
- ✓ OK: Geography courses in Global Physical Environment or Global Climate
- NO: Organic Chemistry, Inorganic Chemistry, Biochemistry.

Statistics:

- ✓ OK: Any course labeled Statistics under Business, Economics, Mathematics, Statistics, Psychology, Sociology, or similar disciplines.

II. Global Diversity: (“G”)

Anthropology:

- ✓ OK: Course in Cultural Anthropology, Archaeology or Pre-History.

Foreign Languages

- ✓ OK: Any second language courses

Geography:

- ✓ OK: World Regional Geography, Cultural Geography, Human Geography.
- ✓ OK: Regional Geography courses other than North America.

History:

- ✓ OK: History of a single country or region outside the United States.
- ✓ OK: History of World Civilization I or II, Western Civilization I or II.

Philosophy/Religion:

- ✓ OK: World Religions, Asian Philosophy or Religion Courses, such as Hinduism, Buddhism, and Islam.

Other:

- ✓ OK: Courses in an academic discipline about a country or region or culture outside the United States (e.g., World Music, Art of Asia, International Literature, Comparative International Politics, World Food Patterns, Global Health)
- ✓ OK: Courses in Women Studies and Gender Studies

III. United States Diversity: (“U”)

Guidelines for Essential Studies Transfer (GUEST): 2019 Edition

- ✓ OK: American Indian Studies courses that fit under BOK categories Social Sciences or Humanities.
- ✓ OK: Courses, although housed in various departments, which fulfill a similar diversity requirement at the home school, e.g., Multicultural Education, Diversity in American Society, Race in America.
- ✓ OK: Courses dealing with specific identities and minority groups in the United States, e.g., Black American Writers, Latino Culture, LGBTQ+ Communities.

IV The Diversity of Human Experience: (“D”) – beginning Fall 2020

- ✓ OK: Courses in an academic discipline about a specific country or region or culture (e.g., World Music, Art of Asia, International Literature, Comparative International Politics, World Food Patterns, Global Health, LGBTQ+ Studies, Women or Gender Studies courses, or any discipline-specific course focused entirely on culture or diversity).
- ✓ OK: Any study abroad credit earned would satisfy this requirement.
- ✓ OK: Any transferred language acquisition course (whether that language is taught at UND or not) would fulfill this requirement.

V Analyzing Worldview (“W”) – beginning Fall 2020

- ✓ OK: Courses in an academic discipline at the 200 level or above that contains *Multi- or Inter-cultural* in the title or are deemed equivalent to the courses on the Analyzing Worldview list would fulfill this requirement.

VI. Advanced Communication: (“A”)

- ✓ OK: Advanced Composition (i.e., college composition courses beyond Composition II.).

CAPSTONE REQUIREMENTS**I Capstone Courses for Essential Studies (“C”)**

- ✓ OK: Courses equivalent to any approved ES Capstone course at UND

(Note on “C” courses: Most students will find that their departments have developed “C” courses in their majors. Students in majors that do not have a “C” course should be advised to take a “C” course that is open to all students.)

Notes

Applying to special transfer issues not addressed in the previous sections.

1. North Dakota University System (NDUS) and Essential Studies transfer.
 - GERTA (NDUS policy: General Education Requirements Transfer Agreement). All GERTA courses will apply to Breadth of Knowledge ES requirements according to the UND Gold Page.
 - Common course numbers. All NDUS courses that have CCNs with UND courses will fulfill both Breadth of Knowledge (BoK) and Special Emphasis (SE) requirements in the same ways that UND courses do.
 - Oral Communication. Courses in GERTA under ND: COMM will fulfill the Comm 110 requirement, as will similar Public Speaking courses.
2. Other Articulation Agreements. All courses from schools with which we have articulation agreements will fulfill the BoK and SE requirements according to the existing agreement. If an articulation agreement has not yet been updated, the student should contact the Office of the Registrar.
3. Transfer Credit By Examination or Test.
 - Credits earned through AP, CLEP, IB, and DSST will fulfill breadth of knowledge requirements. They will NOT fulfill any special emphasis requirements. This will apply to all students, whether from North Dakota or elsewhere.
 - In accordance with UND policy and practice, credits earned through UND Challenge Exams and Language Placement and Credit Exams will fulfill breadth of knowledge requirements only. They will NOT fulfill any special emphasis requirements.
 - Lateral language credits earned will satisfy both breadth of knowledge and special emphasis requirements.
 - Placement Exams taken for placement only (not for credit) do NOT fulfill any breadth of knowledge or special emphasis requirements.
4. ACT Scores and Essential Studies Transfer
 - English ACT of 27 or above will waive the English 110 requirement for Essential Studies or the old GER. *Note: the effect of this waiver is that the student needs to complete 6 of the 9 credits in the BoK Communication category (e.g., English 130 + Communication 110). However, the student is still required to complete at least 120 credits for graduation.*
 - Math ACT does not waive an Essential Studies requirement. It only counts as a pre-requisite for the next level.
5. Study Abroad Credit. If possible, students planning to study abroad should get prior approval of their planned work and how it will transfer. Arrangements are best made in advance if a student wants to earn ES credit for an international learning experience. Contact the International Programs Office for more information. For major requirements, see the faculty advisor in the department or college. The Study Abroad paperwork can be obtained from the International Programs Office.

NOTE: UND does not grant credit for study abroad based solely on the experience of living in a foreign country. We require that, for ES credit, the experience must be a) a learning experience, b) guided or directed by a qualified instructor, c) designed so the student reflects seriously on the

learning they have gained from the experience, and d) the student's experience and reflection is assessed by the instructor.

6. Fractional Transfer Credit. The following guidelines show how ES credit is judged when a student inquires about transferring coursework that carries fewer credits than the UND equivalent. This most often occurs when transfer is from institutions with a quarter system.

Lab Sciences

- ✓ OK: Two quarters (2 2/3 + 2 2/3) of lab sciences--either same or different sciences.
- ✓ OK: A 3 1/3 credit lab science (5 quarter hours). Note: 9 credits Lab Sciences total still needed.
- ✓ OK: A 3-credit lab science course. Note: 9 credits total still needed.
- ✓ NO: A 2 2/3 credit (4 quarter hours) lab science.

Speech

- ✓ OK: A 2 2/3 credit (4 quarter hours) speech course.
 - ✓ OK: 2-credit speech course.
- Note: at least 8 credits total of English Composition plus Speech are still needed as minimum under Communication.*

English Composition

- ✓ OK: for these combinations of fractional credits for Comp I & Comp II: 3 + 2 2/3. Or, 2 2/3 + 2 2/3. Or, 3 + 2.
- NO: 2 + 2.

Note: as for Speech above, at least 8 credits total of English Composition plus Speech are still needed as minimum under Communication.

Fine Arts

- ✓ OK: A 2 2/3 credit fine arts course.
- ✓ OK: A 2-credit fine arts course.
- ✓ OK: Three 1-credit fine arts courses. Maximum of 3 both for transfer and UND.
- ✓ OK: Two 1-credit fine arts courses--both for transfer and UND.

Special Emphasis Requirements: "A," "Q," "U" and "G" or "D and "W"

- ✓ OK: 2 2/3 credits but still requiring 9 credits total in each: A&H, SS, and Math/Science/Tech
- NO: 2 credits or fewer. The ES Committee will consider petitions for 2.0 credits if the coursework can be shown that it met the UND criteria for Special Emphasis learning outcomes and learning experiences.

7. Dean's Waivers: Under Essential Studies, academic deans may approve a reduction of up to 1 credit in *one* of the following Breadth of Knowledge categories: Communication, Arts & Humanities, or Social Sciences. However, deans may not approve a reduction in the 9 credits of Math/Science/Technology. Dean's waivers also do not apply to Special Emphasis or Capstone requirements.

How GU.E.S.T. Was Developed and Approved.

The initial version of the guidelines was developed by an ad hoc Essential Studies transfer group in Fall 2010. This version is also a revision of the first ES transfer guidelines (2009), which were developed as part of UND's implementation of Essential Studies, and which replaced the former transfer document for the old program (Guidelines on Transfer for the General Education Requirements, 1993).

Each version of GUEST is approved by the Essential Studies Committee (ESC). Future versions will be reviewed and revised every other year. The ESC will be responsible for the biennial review and revision.

Members of the 2010 Ad hoc ES Transfer Group:

Suzanne Anderson, Registrar
 Lisa Burger, Director, Student Success Center
 Mary Coleman, Past Chair, Essential Studies Committee
 Christina Fargo, Assistant Registrar
 Sherrie Fleshman, Chair, Essential Studies Committee
 Adam Kitzes, Essential Studies Committee
 Steve Light, Associate Provost for Undergraduate Education
 Jennifer Manzke, Manager of Non-Articulated Transfer/Registrar's Office
 Tom Rand, Associate Dean, Arts & Sciences
 Lori Robison, Essential Studies Committee
 Tom Steen, Director of Essential Studies

The Guidelines were revised in 2015, and they were approved by the ES Committee on May 12, 2015.

Members of the 2015 GUEST Team:

Lisa Burger, Student Affairs/Student Success Center
 Marlys Escobar Nursing & Professional Disciplines
 Christina Fargo, Assistant Registrar
 Brett Goodwin, Biology
 Adam Kitzes, English
 Tom Rand, Arts & Sciences
 Lori Robison, English
 Tom Steen (editor), Essential Studies

The Guidelines were revised in 2018-19, and they were approved by the ES Committee

Members of the 2018 GUEST Team:

Valerie Bauer, CNPD
 Bailey Bubach, CEM
 Michael Dodge, JDO
 Joan Enlow, Registrar's Office
 Christina Fargo, Registrar's Office
 Ken Flanagan, EHD
 Melissa Gjellstad, CAS
 Kayla Hotvedt, CAS
 Mark Jendrysik, CoBPA
 Brad Reissig, CAS
 Brooke Solberg, SMHS

Clement Tang, CEM
Ryan Zerr, Essential Studies

The Guidelines were revised in 2019 and approved by the ES Committee

Members of the 2019 GUEST Team:

Michael Dodge, CEM
Joan Enlow, Registrar's Office
Christina Fargo, Registrar's Office
Brooke Solberg, SMHS
Karyn Plumm, Essential Studies

The Guidelines were revised in 2021 and approved by the ES Committee

Members of the 2021 GUEST Team:

Brooke Solberg, SMHS
Donovan Widmer, CAS
Joan Enlow, Registrar's Office
Christina Fargo, Registrar's Office
Karyn Plumm, Essential Studies