

MINNESOTA STATE COLLEGES AND  
UNIVERSITIES\*  
ARTICULATION AGREEMENT  
BETWEEN

ROCHESTER COMMUNITY AND TECHNICAL  
COLLEGE  
AND  
MINNESOTA STATE UNIVERSITY MOORHEAD

\*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities.

This Agreement is entered into between ROCHESTER COMMUNITY AND TECHNICAL COLLEGE (hereinafter sending institution), and MINNESOTA STATE UNIVERSITY MOORHEAD (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota.

The sending institution has established a Healthcare Office Professional AAS (hereinafter sending program), and the receiving institution has established a Health Service Administration BS (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

**Admission and Graduation Requirements**

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the graduation requirements at both institutions.
- C. Students must complete the entire sending program and meet the receiving institution's admission requirements for the agreement to apply.

**Transfer of Credits**

- A. The receiving institution will accept 48 credits from the sending program. A total of 75 credits remain to complete the receiving program.
- B. Courses will transfer as described in the attached Program Articulation Table. For system institutions, once the courses are encoded, they will transfer as described in the Transferology Audit.

**Implementation and Review**

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Articulation Agreement is effective on 03/15/2020 and shall remain in effect until the end date of 03/15/2025 or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice.
- C. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
- D. This Articulation Agreement will be reviewed by both parties beginning 09/15/2024 (within six months of the end date).
- E. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

## PROGRAM ARTICULATION TABLE

	College (sending)	University (receiving)
Institution	ROCHESTER TECHNICAL AND COMMUNITY COLLEGE	MINNESOTA STATE UNIVERSITY MOORHEAD
Program name	Healthcare Office Professional	Health Services Administration
Award Type (e.g., AS)	AAS	BS
Credit Length	60	120
CIP code (6-digit)	510716	510701
Describe program admission requirements (if any)		

### Instructions

- List all required courses in both academic programs.
- MnTC goal areas transfer to the receiving institution according to the goal areas designated by the sending institution.
- Do not indicate a goal area for general education courses that are not part of the MnTC.
- For restricted or unrestricted electives, list number of credits.
- Credits applied: the receiving institution course credit amount may be more or less than the sending institution credit amount. Enter the number of credits that the receiving institution will apply toward degree completion.
- Show equivalent university-college courses on the same row to ensure accurate DARS encoding.
- Equiv/Sub/Wav column: If a course is to be encoded as equivalent, enter Equiv. If a course is to be accepted by the university as a "substitution" only for the purposes of this agreement, enter Sub. If a course requirement is waived by the receiving institution, enter Wav. If a course is to be accepted by the university as a MnTC goal area, restricted elective or unrestricted elective, leave the cell blank.

(To add rows, place cursor outside of the end of a row and press enter.)

### SECTION A - Minnesota Transfer Curriculum-General Education

College (sending)			University (receiving)			
course prefix, number and name	Goal(s) <sup>1</sup>	Credits	course prefix, number and name	Goal(s) <sup>1</sup>	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
ENGL 1117 Reading & Writing Critically I	1, 2	4	ENGL 101 English Composition I	1, 2	4	Equiv
BIOL 1107 Fundamentals of Anatomy & Physiology	3	4	MnTC Goal Area 3	3	4	
COMM 1130 Interpersonal Communication	1, 7	3	MnTC Goal Areas 1, 7	1, 7	3	
PHIL 1135 Bioethics	6, 9	3	*PHIL 318 Professional Ethics	6, 9	3	Waive
Additional Gen Ed Requirements	1 - 10	3	MnTC Goal Area 1 - 10	1 - 10	3	
<b>MnTC/General Education Total</b>		<b>17</b>				

**Special Notes:** \*Doesn't help fulfill the 40 upper division credit requirement at MSUM. MSUM will accept other MnTC credits and will transfer the same number of credits and goal areas as RCTC awards.

### SECTION B - Major, Emphasis, Restricted and Unrestricted Electives or Other

(pre-requisite courses, required core courses, required courses in an emphasis, or electives (restricted or general) within the major). Restricted electives (in Major) fulfill a specific requirement within a major. Example A: "Chose two of the following three courses;" Example B: A Biology degree may require 40 science credits (20 credits of required courses + 20 credits of listed related courses, such as botany, genetics, sociobiology, etc. which students can select).

<sup>1</sup> MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

Major, Emphasis, Restricted, Unrestricted Electives or Other Courses					
AOP 2614 Customer Relations Management	3	Electives	31		
AOP 2617 Microsoft Outlook & Meeting Planning	3				
AOP 2220 Business Communications	3				
AOP 2622 Multimedia & Collaborative Tech	3				
AOP 2870 Employment Strategies	1				
HCOP 1620 Medical Terminology for Health Professions	3				
HCOP 1630 Healthcare Office Fundamentals	3				
HCOP 1640 Healthcare Office Documentation	4				
HIMC 1850 Computerized Health Information	3				
HIMC 2600 Human Diseases for Health Professionals	3				
HIMC 2610 Pharmacology	2				
Not Applicable: AOP 1030 Keyboarding II (3), AOP 1101 Microsoft Windows & Office Fundamentals (3), AOP 1320 Microsoft Word (3), AOP 1360 Microsoft Excel (3)	12			Not Applicable	0
<b>Major, Emphasis, Unrestricted Electives Total</b>	<b>43</b>			<b>Total College Credits Applied (sum of sections A and B)</b>	<b>48</b>

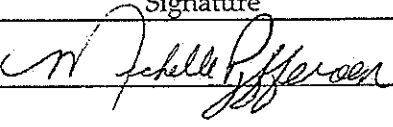
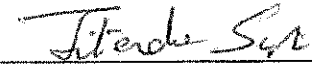
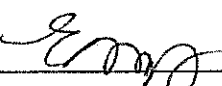
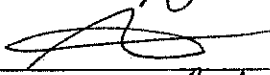
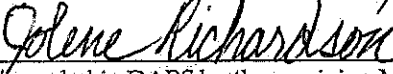
**Special Notes:** \*Recommended course because it fulfills a requirement for the major at MSUM.

SECTION C - Remaining University (receiving) Requirements		
	course prefix, number and name	Credits
	MnTC/ LASC Goal Requirements*	22
	HSAD 218 Intro to Healthcare & Global Health (Goal 8)	3
	HSAD 326 Epidemiology & Introductory Biostatistics	3
	HSAD 350 Evidence Based Program Planning & Research Methods	3
	HSAD 400 Aging in US: Intro to Gerontology & Senior Support	3
	HSAD 403 Health Informatics	3
	HSAD 414 Healthcare Strategic Planning & Marketing	3
	HSAD 416 Healthcare Leadership & Management	4
	HSAD 417 Quality Management in Health Care	3
	HSAD 418 Health Care Law and Ethics	3
	HSAD 419 Healthcare Finance & Reimbursement Methods	3
	HSAD 420 Healthcare Policy and Economics (WI)	3
	HSAD 468 Internship Seminar	1
	HSAD 469 Internship	3
	OM 380 Methods Improvement	3
	HSAD 422 Regulatory Methods in Health Care	3
	MGMT 440 Human Resource Management	3
	MGMT 451 Organizational Behavior OR	3
	PMGT 385 Process Leadership (WI)	
	PMGT 300 Project Management & Scheduling	3
	<b>Total Remaining University Credits<sup>2</sup></b>	<b>75</b>

**Special Notes:** \* MnTC goal areas must be met and at least 42 MnTC/ LASC credits earned. Either one LASC course should be writing intensive or the student should complete PMGT 385 to fulfill the writing intensive requirement. MKTG 270 and ACCT 230 are waived for students following this articulation agreement.

SECTION D - Summary of Total Program Credits			
College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	43		
Major, Emphasis, Unrestricted Electives or Other	17		
<b>Total College Credits</b>	<b>60</b>	<b>Total College Credits Applied</b>	<b>48</b>
		<b>Remaining credit to be taken at the university (receiving institution)</b>	<b>75</b>
		<b>Total Program Credits</b>	<b>123</b>
<b>Special Notes, if any:</b>			

<sup>2</sup> At least 40 of the required credits for the baccalaureate degree shall be at the upper-division level. If a lower division course is shown as equivalent to an upper division course, check with the university to determine if it will count toward the 40 required credits of upper division.

College	Name	Signature	Date
Chief Academic Officer	Michelle Pyfferoen		3/3/2020
University	Name	Signature	Date
Department Chairperson	Jitendra Singh		3/5/20
Academic Dean	Elizabeth Nawrot		3/5/20
Chief Academic Officer	Arrick Jackson		3/10/20
DARS Encoder	Jolene Richardson		3/19/2020
Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.			