

**MINNESOTA STATE COLLEGES AND  
UNIVERSITIES\*  
TRANSFER AGREEMENT  
BETWEEN**

**Minnesota State College Southeast  
AND  
WINONA STATE UNIVERSITY**

\*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 Minnesota State College Southeast (hereinafter sending institution), and Winona State University (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 **Medical Administrative Assistant Associate of Applied Science program** (hereinafter sending program), and the receiving institution has established a **Healthcare Leadership and Administration (Bachelor of Applied Science, BAS) degree** (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 including an overall GPA of 2.4 for the agreement to apply.

**Transfer of Credits**

- A. The receiving institution will accept 54-75 credits from the sending program. A total of 48-69 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 05/01/2020 and shall remain in effect until the end date of 05/01/2025 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 09/01/2024 (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

	<b>College (sending)</b>	<b>University (receiving)</b>
Institution	Minnesota State College Southeast Technical	Winona State University
Program name	Medical Administrative Assistant	Healthcare Leadership and Administration - Leadership Track
Award Type (e.g., AS)	AAS	BAS
Credit Length	60 cr.	120 cr. hr.
CIP code (6-digit)	51.0716	51.0701
Describe program admission requirements (if any)		<ul style="list-style-type: none"> <li>• AAS, AS, OR AA degree required</li> <li>• 60+ credits (junior/senior standing)</li> <li>• Completion of WSU (GEP) Goal 1</li> <li>• Must meet WSU application requirements</li> </ul>

### 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.)



<b>SECTION A - Minnesota Transfer Curriculum-General Education</b>						
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	Equivalent
<b>Minnesota Transfer Curriculum-General Education</b>						
Course from any MnTC Goal 1-10 RECOMMENDED HUMA 1445 Introduction to Women's Studies	6 & 8	3	MnTC Elective Goals 6 & 8	6 & 8	3	
Goal 1: Written and Oral Communication RECOMMENDED: ENGL1215, College Writing I	1	3	RECOMMENDED course transfers as MnTC Elective with the need to complete ENG 112	1	3	
Goal 4: Mathematics RECOMMENDED: MATH 1230 Introduction to Statistics	4	3	RECOMMENDED course transfers as STAT 110 Fundamentals of Statistics	4	3	Equivalent
Goal 5: History, Social and Behavioral Sciences RECOMMENDED: SOCS 1110 Introduction to Sociology	5 & 7	3	RECOMMENDED course transfers as SOC 150 Introduction to Sociology	5 & 7	3	Equivalent
Goal 6 Humanities & Fine Arts	6	3	MnTC Goal 6	6	3	
The following are not required for the degree at Minnesota State College Southeast but are recommended to be taken at MSC Southeast and will transfer as follows to Winona State University.						
RECOMMENDED: BIOL 1200 Human Biology	3	4	BIOL 117 Human Biology (3 cr)	3	4	Equivalent
RECOMMENDED: Goal 3 Course (non-lab)	3	3	MnTC Goal 3	3	3	
RECOMMENDED: COMM 1218 College Speech	1	3	CMST 191 Introduction to Speech Communication	1	3	Equivalent
RECOMMENDED: GEOG 1210 Physical Geography	5 & 10	3	GEOG 212 Physical Geography	5 & 10	3	Equivalent
RECOMMENDED: Goal 6 Course	6	3	MnTC Goal 6	6	3	
MnTC Electives	Any	5	MnTC Electives	Any	5	
<b>MnTC/General Education Total</b>		<b>15-36</b>				
<b>Special Notes, if any:</b> Students require a total of 40 earned credits in MnTC to complete the general education graduation requirement and graduate with a baccalaureate degree. We strongly recommend earning 36 of these 40 credits prior to starting the Healthcare Leadership & Administration BAS program. Students will take the remaining 4 required MnTC credits at Winona State. Attached to this agreement is a sample 4-year plan of study that suggests how to add these courses to your course load at Minnesota State College Southeast.						
<b>SECTION B - Major, Emphasis, Restricted and Unrestricted Electives or Other</b>						
(pre-requisite courses, required core courses, required courses in an emphasis, or electives (restricted or general) within the major). <u>Restricted electives (in Major)</u> 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).						
Major, Emphasis, Restricted, Unrestricted Electives or Other Courses						
Professional core courses from technical specialization accepted as a block of courses to be applied to the B.A.S. general electives (up to 30)						
ADMS1419, Business Communications	3		BUED 333 Business Communication (counts toward HLA elective requirement)	3		Equivalent
MEDS1210, Medical Terminology	4		BIOL 171, BIOL 172, BIOL 173	4		Equivalent
ADMS2417, Word Processing II	2		Elective	2		

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



ACCT1218, Spreadsheets Concepts and Applications (3 cr) ADMS1417, Word Processing I (2 cr) COMP1140, Online Communications (1 cr) MEDS1207, Anatomy & Physiology Disease Conditions (3 cr) MEDS1212, Medical Office Procedures (4 cr) MEDS1216, Healthcare Documentation I & II (4 cr) MEDS1217, Advanced Medical Office Procedures (4 cr) MEDS1219, Interpersonal Career Concepts (3 cr) MEDS1220, Essentials of Healthcare Documentation (3 cr) MEDS1222, Medical Insurance I (2 cr) MEDS1601, Introduction to Health Information Management (3 cr) MEDS1605, Legal & Ethical Aspects of Health Information (2 cr) MEDS1610, Pharmacology (2 cr)	36	Unrestricted B.A.S. general electives transferred from technical specialty in AAS or AS degree program as a block of credits	30
<b>Major, Emphasis, Unrestricted Electives Total</b>	45	<b>Total College Credits Applied (sum of sections A and B)</b>	54-75


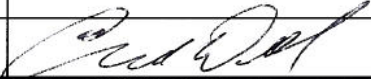



**SECTION C - Remaining University (receiving) Requirements**

course prefix, number and name	Credits
ENG 112: Research Writing (Goal 1)	1
PESS 199 Lifetime Fitness & Wellness	2
CAST 301 Perspectives on Child Maltreatment and Child Advocacy (Goals 5 & 9 and HLA Elective)	3
HLA 300: Foundations of Healthcare Leadership and Admin	2
HLA 406: Information Management and Decision Making for Healthcare Leaders	3
HLA 451: Managing Projects in Healthcare	3
HLA 452: Financial Resource Management for Healthcare Leaders	3
HLA 325: Transcultural Issues in Healthcare	3
HLA 366: Professional Communication for Healthcare Leaders	3
HLA 414: Healthcare Policy/Quality Healthcare Delivery	3
HLA 445: Evidence-Based Leadership and Management	2
HLA 435: Quality Improvement in Healthcare	3
HLA 443: Health Leadership & Team Development	3
HLA 444: Introduction to Change and Leadership	3
HLA 449: Appreciative Coaching	1
HLA 301: Statistical Thinking for Healthcare	3
HADM 317: Human Resource Management	3
HADM 441: Healthcare Law and Ethics	2
HLA 490: Healthcare Professional Development	2
*MnTC coursework if not completed at MSC Southeast	(21)
<b>Total Remaining University Credits<sup>2</sup></b>	<b>48-69</b>

\*If students do not complete the RECOMMENDED courses in Section A, they would also need to complete 21 additional credits of MnTC coursework in goals: 1 (3 cr), 3 (7 cr), 5 (3), 6 (3), 10 (3) as well as 5 MnTC electives order to meet the MnTC and GEP graduation requirements for a baccalaureate degree at Winona State.

<b>SECTION D - Summary of Total Program Credits</b>			
<b>College (sending) Credits</b>		<b>University (receiving) Requirements</b>	
<b>MnTC/General Education</b>	15-36		
<b>Major, Emphasis, Unrestricted Electives or Other</b>	45		
<b>Total College Credits</b>	60-81	<b>Total College Credits Applied</b>	54-75
		<b>Remaining credit to be taken at the university (receiving institution)</b>	48-69
		<b>Total Program Credits</b>	123
<b>Special Notes, if any:</b>			
Winona State University requires:			
<ul style="list-style-type: none"> <li>• A minimum of 30 credits during the junior/senior year combined must be completed at Winona State University.</li> <li>• At least 40 of the required credits for the baccalaureate degree shall be at the 300-400 level.</li> <li>• Completion of MnTC Goals 1-10 and 2 credits of Physical Development and Wellness required for this degree.</li> <li>• Completion of 12 credits of Intensives required for this degree.</li> <li>• A cumulative GPA of 2.50 is required in the HLA major and a minimum of a 2.00 GPA is required overall.</li> </ul>			

<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.

<b>College</b>	<b>Name</b> <i>Text</i>	<b>Signature</b>	<b>Date</b>
Interim Dean of Trades, Technology, and Industry	Dawn Lubahn		4/16/2020
Chief Academic Officer	Chad Dull		4/29/20
<b>University</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Dean of Nursing & Health Sciences	Julie Anderson		June 16, 2020
Chief Academic Officer	Ted Reilly		June 16, 2020
DARS Encoder	Jami Koivisto	 <small>Jami Koivisto May 12, 2020</small>	May 12, 2020
Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.			