

MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
TRANSFER AGREEMENT
BETWEEN

South Central College
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 South Central College, 1920 Lee Blvd North Mankato, MN 56003 (hereinafter sending institution), and Winona State University P.O. Box 5838 175 West Mark Street Winona, MN 55987 (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 **Associates of Applied Science in Medical Assisting** (hereinafter sending program), and the receiving institution has established a **Bachelor of Applied Science in Healthcare Leadership and Administration** (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, including grade requirements for courses and an overall GPA of 2.4.

Transfer of Credits

- A. The receiving institution will accept 57-81 credits from the sending program. A total of 42-66 credits remain to complete the receiving program.
- B. Courses will transfer as described in the attached Program Transfer 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 Transfer Agreement is effective on 03/16/2020 and shall remain in effect until 03/16/2025 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 Transfer Agreement will be reviewed by both parties beginning 8/31/2024 (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 TRANSFER TABLE

Check if the sending program ____ or receiving program ____ is new.

	College (sending)	University (receiving)
Institution	South Central College	Winona State University
Program name	Medical Assisting	Healthcare Leadership & Administration – Leadership Option
Award Type (e.g., AS)	AAS	BAS
Credit Length	60 credits	120
CIP code (6-digit)	51.0801	51.0701
Describe program admission requirements (if any)	Program application that includes successful completion of college readiness and/or Accuplacer (Next-Generation) scores that meet college readiness levels. Prerequisites of successful completion of Medical Terminology (HC 1000) and Medical Assisting Orientation (MA 1000). Personal Statement on Healthcare Philosophy reviewed by Medical Assisting Advisory Board.	Earned associate degree (AS, AAS, AA) prior to admission. Required experience in a health-related field and/or a health-specific associate degree

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) ¹	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
COMM140 Interpersonal Communication	1	3	ELECT	1	3	
*RECOMMENDED: PSYC110 Lifespan Psychology	5,7	3	PSY 250 Or CMST281	5,7	3	Equiv
Or COMM130 Intercultural Communication	7,8			7,8		
PHIL100 Critical Thinking or Ethics in Society	7, 9	3	PHIL 230	7,9	3	Equiv
PHIL150 Medical Ethics	2,9	3	ELECT	6, 9	3	
ENG100 Composition	1	4	ENG 111	1	4	Equiv
The following courses are not required for the degree at South Central College but are recommended to be taken at South Central College and will transfer as follows to Winona State University.						
RECOMMENDED: BIOL 101 Introduction to Ecology (counts as Goal 3 lab requirement)	3,10	4	ELECT	3, 10	4	
RECOMMENDED: Goal 3 Science	3	3	MnTC Goal 3 Course	3	3	
RECOMMENDED: MATH 154 Elementary Statistics	4	4	STAT 110	4	4	Equiv
RECOMMENDED: PSYC 100 Introduction to Psychology (Or another Goal 5 option worth 4 credits)	5	4	PSYC 210	5	4	Equiv
RECOMMENDED: Course that meets both Goal 5 and 8	5,8	3	MnTC Goal 5 & 8 Course	5,8	3	
RECOMMENDED: Goal 6 Course	6	3	MnTC Goal 6 Course	6	3	
RECOMMENDED: Goal 6 Course	6	3	MnTC Goal 6 Course	6	3	
MnTC/General Education Total		16-40				
<p>Special Notes, if any: 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 all of these 40 credits prior to starting the Healthcare Leadership & Administration program. Attached to this agreement is a sample 4-year plan of study that suggests how to add these courses to your course load at South Central.</p> <p>PSYC 100 was chosen as a recommendation because it is worth 4 credits. If a student were to take a 4-credit Goal 6 course or a second 4-credit Goal 3 course, it would not be necessary for them to take a 4-credit Goal 5 course as long as ultimately they will earn a total of 40 MnTC credits.</p>						

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

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).

Major, Emphasis, Restricted, Unrestricted Electives or Other Courses				
MA2020 Clinical Skills II for Medical Assistants	3	Upper division electives	3	
MA2040 Medical Assistant Internship	5	Upper division electives	3	
		Lower division electives	2	
FCS105 Nutrition and Healthy Living	3	HERS 205 Nutrition for Lifetime Wellness – meets WSU Health and Wellness requirement for graduation	3	Equiv
HC1000 Medical Terminology	3	Technical Electives accepted in transfer*	30	
MA1000 Medical Assisting Orientation	3			
MA1020 Medical Office Procedures	3			
HC1550 Electronic Health Records	2			
MA2015 Clinical Skills I for Medical Assistants	3			
HC1924 Anatomy & Physiology Disease Conditions I	4			
MA2010 Lab Skills for Medical Assistants	3			
HC1924 Anatomy & Physiology Disease Conditions II	4			
MA2000 Pharmacology for Medical Assistants	3			
MA2030 Radiology Skills for Medical Assistants	3			
OTEC1001 Computer Software for College	2			
Major, Emphasis, Unrestricted Electives Total	44	Total College Credits Applied (sum of sections A and B)	57-81	

*Receiving institution will accept a maximum of 30 technical credits in transfer

SECTION C - Remaining University (receiving) Requirements

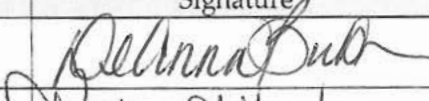
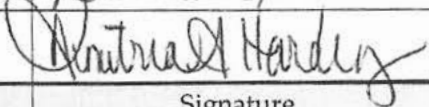


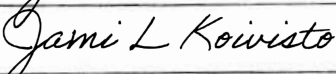
	course prefix, number and name	Credits
	HLA 300 Foundations of Healthcare and Online Learning	2
	HLA 406 Healthcare Information Management	3
	HLA 451 Managing Projects in Healthcare	3
	HLA 452 Financial Resource Management in Healthcare	3
	HLA 325 Transcultural Issues in Healthcare	3
	HLA 366 Professional Communication Skills for Health Care Leaders	3
	HLA 414 Health Care Policy/Quality Healthcare Delivery	3
	HLA 445 Evidence-Based Leadership and Management in Healthcare	2
	HLA 435 Quality Improvement in Healthcare	3
	HLA 443 Leadership and Team Development	3
	HLA 444 Health Care Introduction to Change Leadership	3
	HLA 449 Health Care Appreciative Coaching: Theory and Practice	1
	HLA 301 Statistical Thinking for Healthcare	3
	HADM 317 Management of Human Resources in Healthcare	3
	HADM 441 Healthcare Law & Ethics	2
	HLA 490 Healthcare Professional Development	2
	*MnTC coursework if not completed at SCC	(24)
	Total Remaining University Credits²	42-66

Special Notes, if any: *If students do not complete the RECOMMENDED courses in Section A, they would also need to complete 24 credits of MnTC coursework in goals: 3 (7 cr), 4 (3 cr), 5 (6 cr), 6 (6 cr), 8 (3 cr), and 10 (3 cr) in order to meet the MnTC graduation requirement for a baccalaureate degree.

SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	16-40		
Major, Emphasis, Unrestricted Electives or Other	44		
Total College Credits	60-84	Total College Credits Applied	57-81
		Remaining credit to be taken at the university (receiving institution)	42-66
		Total Program Credits	123
Special Notes, if any: The college only <i>requires</i> 60 credits to earn an AAS in Medical Assisting. We have recommended adding 24 extra MnTC credits at South Central College to make for an easier transition to the HLA BAS completion degree program at Winona State University.			

² 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	DeAnna Burt		6/1/20
Dean of Health Sciences	Dimitria Harding		03/04/2020
University	Name	Signature	Date
Chief Academic Officer	Ted Reilly		6/18/20
Dean of Nursing & Health Sciences	Julie Anderson		June 18, 2020
DARS Encoder	Jami Koivisto		6/18/20
Date when equivalencies were verified/encoded in DARS by the receiving Minnesota State institution.			

Path to Purple

South Central College/ Medical Assistant AAS degree → WSU Healthcare Leadership (HLL)
4 year BAS degree (126 total credits)

2+ Year Plan of Study	Fall	Spring	
<p>Pre-requisites and General Education</p> <p>Complimentary Admission to Winona State University (WSU) when accepted to SCC</p>		<p>MA 1000 Medical Assisting Orientation (3 cr)</p> <p>HC 1000 Medical Terminology (3 cr)</p> <p>BIOL 101 Introduction to Ecology (4 cr) <i>Goal 3</i></p> <p><i>Goal 6</i> MnTC Course (3 cr)</p> <p>Total Semester Credits: 13</p>	<p>MATH 154 Elementary Statistics (4 cr) <i>Goal 4</i></p> <p><i>Goal 6</i> MnTC Course (3 cr)</p> <p>Total Semester Credits: 7</p>
<p>Year 1</p> <p>South Central College Medical Assistant degree 60 cr - Must meet South Central College admission and retention criteria.</p> <p>An additional 24 credits have been incorporated into the prerequisite year and year 1 to help ensure students complete all MnTC requirements prior to starting coursework at Winona State.</p>	<p>MA 1020 Medical Office Procedures (3 cr)</p> <p>HC 1550 Electronic Health Records (2 cr)</p> <p>FCS 105 Nutrition & Healthy Living (3 cr) <i>Physical Development & Wellness Requirement</i></p> <p>ENGL 100 Composition (4 cr) <i>Goal 1</i></p> <p>OTEC 1001 Computer Software for College (2 cr)</p> <p>Total Semester Credits: 14</p>	<p>MA 2015 Clinical Skills I for Medical Assistants (3 cr)</p> <p>HC 1914 Anatomy & Physiology Disease Conditions I (4 cr)</p> <p>COMM 140 Interpersonal Communication (3 cr)</p> <p><i>Goal 1</i></p> <p>MA 2010 Lab Skills for Medical Assistant (3 cr)</p> <p>Total Semester Credits: 13</p> <p>At 45+ credits complete an Intent form to begin transition to WSU. Must possess a 2.4 cumulative GPA</p>	<p>PSYC 100 Introduction to Ecology (4 cr) <i>Goal/ 5</i></p> <p><i>Goal 3</i> (non-lab) MnTC Course (3 cr)</p> <p>MnTC Course that meets both <i>Goals 5 & 8</i> (3 cr)</p> <p>Total Semester Credits: 10</p>
<p>Year 2</p>	<p>MA 2020 Clinical Skills II for Medical Assistants (3 cr)</p> <p>HC 1924 Anatomy & Physiology Disease Conditions II (4 cr)</p> <p>PSYC110 Lifespan Psychology (3 cr) <i>Goals 5 & 7</i></p> <p>MA 2000 Pharmacology for Medical Assistant (3 cr)</p> <p>Total Semester Credits: 13</p>	<p>PHIL 100 Ethics in Society (3 cr) <i>Goals 7 & 9</i></p> <p>MA 2030 Radiology Skills for Medical Assistants (3 cr)</p> <p>MA 2040 Medical Assistant Internship (5 cr)</p> <p>PHIL150 Medical Ethics (3 cr) <i>Goals 6 & 9</i></p> <p>Total Semester Credits: 14</p>	

<p>Year 3 All HLL coursework is ONLINE from WSU</p>	<p>HLA 300: Foundations of HLA & Online Learning (2 cr) HLA 325: Transcultural Issues in Healthcare (3 cr) HLA 406: Information Management and Decision Making for Healthcare Leaders (3 cr) Total Semester Credits: 8</p>	<p>HLA 366: Professional Communication Skill for Healthcare Leaders (3 cr) <i>Oral Intensive</i> HLA 301: Statistical Thinking for Healthcare (3 cr) <i>Critical Math/Stat Intensive</i> Total Semester Credits: 6</p>	<p>HLA 449: Appreciative Coaching (1 cr) HLA 443: Leadership and Team Development (3 cr) HADM 441: Healthcare Law and Ethics (2 cr) Total Semester Credits: 6</p>
<p>Year 4 All HLL coursework is ONLINE from WSU</p>	<p>HADM 317: Management of Human Resources in Healthcare (3 cr) <i>Writing Intensive</i> HLA 444: Introduction to Change and Leadership (3 cr) Total Semester Credits: 6</p>	<p>HLA 435: Quality Improvement in Healthcare (3 cr) HLA 414: Healthcare Policy/Quality Healthcare Delivery (3 cr) <i>Writing Intensive</i> HLA 452: Financial Resource Management in Healthcare (3 cr) Total Semester Credits: 9</p>	<p>HLA 451: Managing Projects in Healthcare (3 cr) HLA 445: Evidence-Based Leadership & Management in Healthcare (2 cr) HLA 490: Healthcare Professional Development Capstone (2 cr) Total Semester Credits: 7</p>