

MINNESOTA STATE COLLEGES AND  
UNIVERSITIES\*  
TRANSFER AGREEMENT  
BETWEEN

Minnesota West Community and Technical 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 Minnesota West Community and Technical College (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 an **Associate of Arts, Liberal Arts** (hereinafter sending program), and the receiving institution has established a **Health Care Leadership and Administration-Health and Wellness Bachelor of Applied Science** (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 requirement.

**Transfer of Credits**

- A. The receiving institution will accept 60 credits from the sending program. A total of 60 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 08/01/2021 and shall remain in effect until 08/01/2026 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 03/01/2026 (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                                      | Minnesota West Community and Technical College | Winona State University  |
| Program name                                     | Associate of Arts, Liberal Arts                | Health Care Leadership and Administration-Health and Wellness Management   |
| Award Type (e.g., AS)                            | AA   | B.A.S.   |
| Credit Length                                    | 60   | 120  |
| CIP code (6-digit)                               | 24.0101  | 51.0701  |
| Describe program admission requirements (if any) | None   | <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> </ul> <b>Must meet WSU application requirements</b> |

### 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)<br>1 | Credits | course prefix, number and name | Goal(s) <sup>1</sup> | Credits Applied | Equiv Sub Wav |
| Minnesota Transfer Curriculum-General Education                            |              |         |                                |                      |                 |               |
| MnTC Goal Area 1   | 1            | 9       | MnTC Goal Area 1               | 1                    | 9               |               |
| MnTC Goal Area 2: Critical Thinking: Completion of the full 40-credti MnTC | 2            | 0       | MnTC Goal Area 2               | 2                    | 0               |               |

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

| <b>SECTION A - Minnesota Transfer Curriculum-General Education Continued</b>   |                      |         |  |                      |                 |               |
|--|----------------------|---------|--|----------------------|-----------------|---------------|
| College (sending)  |                      |         | University (receiving)   |                      |                 |               |
| course prefix, number and name   | Goal(s) <sub>2</sub> | Credits | course prefix, number and name   | Goal(s) <sup>1</sup> | Credits Applied | Equiv Sub Wav |
| MnTC Goal Area 3: <i>A minimum of two courses with a lab in different disciplines</i>  | 3                    | 7-9     | <i>MnTC Goal Area 3</i>  | 3                    | 7-9             |               |
| MnTC Goal Area 4: A minimum of one course  | 4                    | 3-4     | MnTC Goal Area 4   | 4                    | 3-4             |               |
| MnTC Goal Area 5: A minimum of three <i>courses from three different disciplines.</i>  | 5                    | 9       | MnTC Goal Area 5   | 5                    | 10              |               |
| MnTC Goal Area 6: <i>Three courses from three different disciplines, one must be a literature course.</i>  | 6                    | 9       | MnTC Goal Area 6   | 6                    | 9               |               |
| MnTC Goal Area 7: a minimum of one course  | 7                    | Varies  | MnTC Goal Area 7   | 7                    | varies          |               |
| MnTC Goal Area 8: a minimum of one course  | 8                    | Varies  | MnTC Goal Area 8   | 8                    | varies          |               |
| MnTC Goal Area 9: a minimum of one course  | 9                    | Varies  | MnTC Goal Area 9   | 9                    | varies          |               |
| MnTC Goal Area 10: a minimum of one course   | 10                   | Varies  | MnTC Goal Area 10  | 10                   | varies          |               |
| <b>MnTC/General Education Total</b>  |                      | 40      |  |                      |                 |               |
| <b>Special Notes, if any:</b> One course may meet more than one MnTC Goal Area; however, credits may only be counted once. Students must have a total of 40 credits in MnTC coursework to earn the MnTC.   |                      |         |  |                      |                 |               |
| <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   |                      |         | University (receiving)   |                      |                 |               |
| Electives to complete the Associate of Arts Degree. <i>Number of credits needed will vary based on courses taken to complete the 40-credit MnTC.</i>   | Varies               |         | Electives  |                      | Varies          |               |
| <b>The following courses are recommended</b><br><i>Students who complete the Community Health Worker Certificate may use these courses to complete the AA elective credits.</i>  | Credits              |         |  |                      |                 |               |
| <b>Community Health Worker Certificate Courses (17 credits)</b>  |                      |         |  |                      |                 |               |
| CMHW 1000: Advocacy and Outreach   | 3                    |         | Elective   |                      | 3               |               |
| CMHW 1100: Community, Capacity Building and Teaching   | 3                    |         | Elective   |                      | 3               |               |
| CMHW 1200: Communications, Competence and Legal Ethical Implications   | 3                    |         | HLA 449: Appreciative Coaching   |                      | 1               | SUB           |
| CMHW 1250: Into to Trauma Informed Care  | 2                    |         | Elective   |                      | 2               |               |
| CMHW 1300: Health Promotion Competencies   | 3                    |         | HLA 315: Promoting Wellness  |                      | 3               | SUB           |
| CMHW 1400: Community Health Worker Internship  | 2                    |         | Elective   |                      | 2               |               |
| EMS 1112: First Aid/CPR  | 1                    |         | Elective   |                      | 1               |               |
|  |                      |         |  |                      |                 |               |
| <b>A.A. Electives</b> four credits total from two of the following options: HLTH 1101 or HLTH 2220, CSCI 1102, or any Physical Education Course  | 4                    |         | GEP PDW with HLTH/PHED credits (will SUB HLTH 1101 for HLA 310 if taken) |                      | 4               |               |
|  |                      |         |  |                      |                 |               |
|  |                      |         |  |                      |                 |               |
|  |                      |         |  |                      |                 |               |
|  |                      |         |  |                      |                 |               |
|  |                      |         |  |                      |                 |               |
| <b>Major, Emphasis, Unrestricted Electives Total</b>   | 21                   |         | <b>Total College Credits Applied (sum of sections A and B)</b>           |                      | 61              |               |

<sup>2</sup> MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

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

|  | course prefix, number and name   | Credits   |
|--|--|-----------|
|  | HLA 300 Foundations  | 2         |
|  | HLA 301 Statistical Thinking   | 3         |
|  | HLA 302 Introduction to Analytical Trends  | 1         |
|  | HLA 311 Data Science   | 3         |
|  | HLA 310 Fundamentals of Health and Wellness                                      | 3         |
|  | HLA 312 Public Health Principles and Practices                                   | 3         |
|  | HLA 315 (if sub not taken at the college)  | (3)       |
|  | HLA 402 Lifestyle Medicine   | 3         |
|  | HLA 415 Grant Writing  | 3         |
|  | HLA 420 Designing Wellness Programs  | 3         |
|  | HLA 422 Capstone   | 3         |
|  | HLA 430 Survey of Health/Fitness Technology                                      | 3         |
|  | HLA 435 Managing for Quality in Healthcare                                       | 3         |
|  | HLA 444 Change Leadership  | 3         |
|  | HLA 443 Leadership and Team Development  | 3         |
|  | HLA 449 (if sub not taken at the college)  | (1)       |
|  | HLA 452 Financial Resources Management   | 3         |
|  | HADM 317 Management of Human Resources   | 3         |
|  | HADM 441 Healthcare Law and Ethics   | 2         |
|  | University unrestricted elective credits not counted elsewhere (if none enter 0) | 12        |
|  | <b>Total Remaining University Credits<sup>2</sup></b>                            | <b>59</b> |

**Special Notes, if any:**

Winona State University requires:

- A minimum of 30 credits during the junior/senior year combined must be completed at Winona State University.
- At least 40 of the required credits for the baccalaureate degree shall be at the 300-400 level.
- Completion of MnTC Goals 1-10 and 2 credits of Physical Development and Wellness required for this degree.
- A cumulative GPA of 2.50 is required in the HWM major and a minimum of a 2.00 GPA is required overall.

### SECTION D - Summary of Total Program Credits

| College (sending) Credits                               |                  | University (receiving) Requirements   |     |
|---|------------------|---|-----|
| <b>MnTC/General Education</b>                           | A minimum of 40. |   |     |
| <b>Major, Emphasis, Unrestricted Electives or Other</b> | Varies           |   |     |
| <b>Total College Credits</b>                            | 61               | <b>Total College Credits Applied</b>  | 61  |
|   |                  | <b>Remaining credit to be taken at the university (receiving institution)</b> | 59  |
|   |                  | <b>Total Program Credits</b>  | 120 |

**Special Notes, if any:**

The number of elective credits for the AA degree will vary, depending on how a student completed the 40 credit MnTC. Students must have at least 40 credits of MnTC coursework to earn the MnTC.

<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 | Jeff Williamson, Provost |  | 7/6/2021 |

|   |                 |                       |             |
|---|-----------------|-----------------------|-------------|
| Dean  |                 |                       |             |
| Faculty   |                 |                       |             |
| <b>University</b>   | <b>Name</b>     | <b>Signature</b>      | <b>Date</b> |
| Chief Academic Officer  | Darrell Newton  | <i>Darrell Newton</i> | 10/18/21    |
|   |                 |                       |             |
| DARS Encoder  | Jami L Koivisto | <i>Jami Koivisto</i>  | 10/15/21    |
| Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution. |                 |                       |             |