

**MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
ARTICULATION AGREEMENT
BETWEEN**

**Hennepin Technical College
AND
Charter Oak State College**

*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 **Hennepin Technical College** (hereinafter sending institution), and **Charter Oak State College** (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 **Medical Office Specialist AAS** (hereinafter sending program), and the receiving institution has established a **Healthcare 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 and must have completed their work at the sending institution in good academic, behavioral and financial standing.
- 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.
- D. All determinations that a Student has satisfied the prerequisites for admission, and the application of credit to a Charter Oak State College program of study shall be made in the absolute discretion of Charter Oak State College.

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 Articulation Table.
- C. Policies in effect at the time the student matriculates at the receiving institution will govern the student.

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 08/28/2023 and shall remain in effect until 12/31/2028 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 07/01/2028 (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.
- F. Both parties agree to promote the agreement, and specific programmatic transfer opportunities, to students in mutually agreed upon formats, including providing individual and group advisement and through web-based and collateral materials.
- G. The receiving and sending institutions agree to exchange student data as necessary to measure success of this agreement.

Marketing and Communication

- A. Both the sending institution and receiving institution may name each other as an institutional partner on their respective websites and in print publications.
- B. Each party reserves the right to request and review in advance any information disseminated to the public or students about the articulation agreement.

PROGRAM ARTICULATION TABLE

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

	College (sending)	University (receiving)
Institution	Hennepin Technical College	Charter Oak State College
Program name	Medical Office Specialist	Healthcare Administration
Award Type (e.g., AS)	Associate of Applied Science	Bachelor of Science
Credit Length	60	120
CIP code (6-digit)		
Describe program admission requirements (if any)	None	None

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	Total Credits	Course Prefix, Number and Name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
BIOL1400 Human Biology		4	BIO 130 Human Biology (Scientific Reasoning Gen Ed)		4	E
COMM1250 Interpersonal Communication		3	Oral Communication Gen Ed		3	
ENGL1070 Technical Writing		3	Written Communication (2) Gen Ed		3	
ENGL1080 Professional Writing		3	Business or Managerial Comm elective		3	
PHIL1100 Critical Thinking for College Success		3	Liberal Arts Elective		3	
PHIL1400 Medical Ethics		3	HCA 301 Ethical Issues in Healthcare		3	E
PSYC 1000/1200 Gen Psych or Psych Through Lifespan		3	PSY101 or Lifespan Development Social Science Gen Ed		3	E
MnTC/General Education Total						

Special Notes, if any: HTC students should choose PHIL1400 for their ethics course

¹MnTC 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).

College (sending)		University (receiving)		
Course Prefix, Number and Name	Credits	Course Prefix, Number and Name	Credits	Equiv Sub Wav
ACCT 1000/1102 Intro to Accounting OR Principles of Accounting I	3	Accounting (Free) Elective	3	
BUSN1100 Supervision	3	HCA Major Elective	3	S
BUSN1150 Intro to Service and Work Team Strategies	3	Free Elective	3	
CPLT1005 Advanced Keyboarding and Doc Processing	3	Free Elective	3	
ITEC1080 Microsoft Productivity Apps 1	3	Digital Literacy Gen Ed	3	
ITEC1090 Microsoft Productivity Apps 2	3	Free Elective	3	
OFCR1301 Medical Terminology	4	HCA 105 Medical Terminology	4	E
OFCR1317 Medical Office Procedures	4	Free Elective	4	
OFCR1335 Medical Coding and Reimbursement Fundamentals	4	HIM 205 Reimbursement Methodologies	4	E
OFCR1341 Medical Office Management	4	Free Elective	4	
OFCR1345 U.S. Healthcare System	4	HCA 101 Health Care Systems and Administration	3	E
Restricted elective credits - list courses (if none enter 0)	0			
Unrestricted elective credits (if none enter 0)	0	College's unrestricted elective credits accepted in transfer (if none enter 0)		
Major, Emphasis, Unrestricted Electives Total		Total College Credits Applied (sum of sections A and B)	60	

SECTION C - Remaining University (receiving) Requirements

	course prefix, number and name	Credits
	HCA 201 Healthcare Quality Concepts and Principles	3
	HCA 211 Healthcare Finance	3
	HCA 311 Economics of Healthcare	3
	HCA 401 Regulatory and Accrediting Requirements	3
	HRM 310 Human Resource Management	3
	Leadership (HCA 450, MGT 450, or MGT 451)	3
	Upper Level HCA Elective	3
	HCA 499 Capstone	3
	MAT 105 Statistics (Quantitative Reasoning)	3
	ACC 101 Financial Accounting	3
	General Education:	
	ENG 101 Composition (Written Comm 1)	3
	IDS 101 Cornerstone Seminar	3
	Historical Knowledge/Understanding Gen Ed	3
	Arts & Humanities Gen Ed	3
	Scientific Knowledge/Understanding Gen Ed	3-4
	Diversity, Equity and Inclusion Gen Ed	3
	Innovative Thinking Gen Ed	3
	Liberal Arts	0
	Free Electives (or Upper Level Electives)	9
	Total Remaining University Credits²	60
Special Notes, if any:		

SECTION D - Summary of Total Program Credits			
College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	22		
Major, Emphasis, Unrestricted Electives or Other	38		
Total College Credits	60	Total College Credits Applied	
		Remaining credit to be taken at the university (receiving institution)	60
		Total Program Credits	120
Special Notes, if any:			

² At least 30 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 30 required credits of upper division.

College	Name	Signature	Date
Chief Academic Officer	Dr. David Ferreira	<i>David Ferreira</i>	06/26/2023
Provost			
Title			
University	Name	Signature	Date
Chief Academic Officer	Leanne Rogstad	<i>Leanne Rogstad</i>	9/13/2023
VP of Academic and Student Affairs			
Title			
DARS Encoder			
Date when equivalencies were verified/encoded in DARS by the receiving Minnesota State institution.			

Charter Oak State College will designate an individual(s) who will be responsible for all aspects of this institutional agreement:

Contact: Andrew Selig, Associate Director of Admissions
 Charter Oak State College
 55 Paul Manafort Drive
 New Britain, CT 06053
aselig@charteroak.edu
 860-515-3868

Hennepin Technical College will designate an individual(s) who will be responsible for all aspects of this institutional agreement:

Contact: