

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

**MINNESOTA STATE 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 **MINNESOTA STATE 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 an **HEALTH INFORMATION TECHNOLOGY/CODING AAS** (hereinafter sending program), and the receiving institution has established a **HEALTHCARE MANAGEMENT & LEADERSHIP 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, including grade requirements for courses and an overall GPA requirement.

Transfer of Credits

- A. The receiving institution will accept **64** credits from the sending program. A total of **74 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 Senior 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 **05/01/2024** and shall remain in effect until **05/01/2029** 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 **11/01/2028** (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.

PROGRAM TRANSFER TABLE

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

	College (sending)	University (receiving)
Institution	Minnesota State Community and Technical College	Minnesota State University Moorhead
Program name	Health Information Technology/Coding	Healthcare Management & Leadership
Award Type (e.g., AS)	AAS	BS
Credit Length	64	120
CIP code (6-digit)	510707	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) ¹	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
* Recommend: COMM 1120 Introduction to Public Speaking COMM 1140 Interpersonal Communication OR COMM 1130 Small Group Communication	1 1, 2	3	COMM 100 Speech Communication COMM 201 Interpersonal Comm MnTC Goal Areas 1 and 2	1 1, 2	3	Equiv Equiv
ENGL 1101 College Writing	1	3	ENGL 101 English Composition	1	3	Equiv
BIOL 1170 Essentials of Human Anat and Phys	3	4	MnTC Goal Area 3	3	4	
MATH 1112 Applied Statistics	2, 4	3	MATH 134	2, 4	3	Equiv

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

PHIL 1200 Applied and Professional Ethics	2, 9	3	MnTC Goal Areas 2, 9	2, 9	3
MnTC/General Education Total		16			

Special Notes, if any:

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					
BUS 1100 Business Computers	3	CSIS 103	3	Equiv	
CPTR 1106 Microcomputer Databases	3	Elective	42		
HITM 1151 Intro to Health Information Management	3				
HITM 1155 Medicolegal Aspects	3				
HITM 1165 Information Systems in Health	3				
HITM 1220 Foundations of Medical Coding	3				
HITM 2218 Intermediate Procedure Coding	3				
HITM 2230 Medical Science for Health Information Professionals	3				
HITM 2253 Quality Management Studies	3				
HITM 2256 Management Practice in Health Information Management	3				
HITM 2264 Revenue Cycle Management	3				
HITM 2283 Intermediate Diagnosis Coding	3				
HITM 2286 Advanced Medical Coding	3				
HITM 2290 Health Care Data Management and Analysis	3				
HITM 2310 Health Information Professional Practice	2				
HITM 2320 Registered Health Information Technician (RHIT) Exam Review	1				
HLTH 1116 Medical Terminology	3	AT 210 Medical Terminology	3	Equiv	
Major, Emphasis, Unrestricted Electives Total	48	Total College Credits Applied (sum of sections A and B)		64	

Special Notes:

SECTION C - Remaining University (receiving) Requirements

	course prefix, number and name	Credits
	MnTC/LASC Goal Requirements*	18
	HSAD 218 Introduction to Healthcare and Global Health (Goal 8)	3
	HSAD 326 Epidemiology & Introductory Biostatistics	3
	HSAD 350 Evidence-based Program Planning and Research Methods	3
	HSAD 400 Aging in U.S.: Intro to Gerontology and Senior Support Care	3
	HSAD 403 Health Informatics	3
	HSAD 414 Healthcare Strategic Planning and Marketing	3
	HSAD 416 Healthcare Leadership and Management	4
	HSAD 417 Quality Management in Healthcare	3
	HSAD 418 Healthcare Law and Ethics	3
	HSAD 419 Healthcare Finance and Reimbursement Methods	3
	HSAD 420 Health Policy and Economics (WI)	3
	HSAD 468 Internship Seminar	1
	HSAD 469 Internship**	3
	OM 380 Methods Improvement	3
	PHIL 318 Professional Ethics (Goal 6, 9) (WI)	3
	HSAD 422 Regulatory Management in Healthcare	3
	MGMT 440 Human Resource Management OR HSAD 440 Talent Management in Healthcare	3
	MGMT 451 Organizational Behavior OR PMGT 385 Process Leadership	3
	PMGT 300 Project Management & Scheduling	3

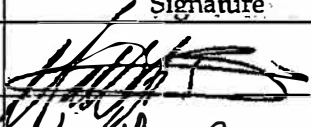


	Total Remaining University Credits²	74
--	---	-----------

Special Notes, if any: * MnTC goal areas must be met and at least 40 MnTC/LASC credits earned. **Number of credits is dependent on the placement. ACCT 230 Principles of Accounting I (3) and MKTG 270 Principles of Marketing (3) are waived with the complete of the AAS from M-State. Students can complete HSAD 218 for Goal Area 8.

SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	16		
Major, Emphasis, Unrestricted Electives or Other	48		
Total College Credits	64	Total College Credits Applied	64
		Remaining credit to be taken at the university (receiving institution)	74
		Total Program Credits	138
Special Notes, if any:			

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
Senior Academic Officer	Matthew J. Borcharding		12/10/2024
Academic Dean	Ken Kompelien		12/10/24
Title			
University	Name	Signature	Date
Senior Academic Officer	Arrick Jackson		4/4/25
Academic Dean	Elizabeth Nawrot	Elizabeth Nawrot Digitally signed by Elizabeth Nawrot Date: 2025.04.03 09:36:20 -05'00'	
Department Chair	Jitendra Singh	Jitendra Singh Digitally signed by Jitendra Singh Date: 2025.04.03 10:38:05 -05'00'	
DARS Encoder	Samantha Howard		
Date when equivalencies were verified/encoded in degree audit by the receiving Minnesota State institution.			