

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

**St. Cloud Technical and Community College  
AND  
The College of St. Scholastica**

\*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 **St. Cloud Technical and Community College** (hereinafter sending institution), and **The College of St. Scholastica** (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 **Health Information Technology A.A.S. degree** (hereinafter sending program), and the receiving institution has established a **Health Information Management B.S. 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 for the agreement to apply, including grade requirements for courses and an overall GPA requirement.

**Transfer of Credits**

- A. The receiving institution will accept 65 credits from the sending program. A total of 65 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 02/01/2017 and shall remain in effect until the end date of 02/01/2021 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 09/01/2020 (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.

**RECVD ADMISSIONS**

**JAN 16 2018**

**E S I**

## PROGRAM ARTICULATION TABLE

Check if the sending program \_\_\_ or receiving program \_\_\_ is new.

|  | College (sending)                         | University (receiving)   |
|--|---|--|
| Institution                                      | St. Cloud Technical and Community College | The College of St. Scholastica   |
| Program name                                     | Health Information Technology             | Health Information Management  |
| Award Type (e.g., AS)                            | AAS                                       | BS   |
| Credit Length                                    | 64  | 128  |
| CIP code (6-digit)                               | 51.10707                                  | 51.0706  |
| Describe program admission requirements (if any) | Requires basic key boarding skills        | 1. Cumulative GPA of 2.7 (on a 4.0 scale) or permission from HIM Department.<br>2. Minimum of a 'C' grade in all courses required by the major department.<br>3. Application to Health Information Management program. |

### 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) <sup>1</sup> | 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 Communications Written: Students should complete ENGL 1302 Analytical Writing  | 1                    | 3-4     | First Year Composition Foundations Gen Ed Requirement      |                      | 3-4             | Sub           |
| MNTC Goal Area 2 Communications Oral: Students should complete CMST 1320 Into to Communication Studies or CMST 2310 Interpersonal Communication | 1                    | 3       | Interpersonal Communication Foundations Gen Ed Requirement |                      | 3               | Sub           |
| MNTC Goal Area 2 or 6 Humanities or Critical Thinking   | 2 or 6               | 3       | TBD at time of transfer                                    |                      | 3               |               |

**REC'D ADMISSIONS**

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

MAY 16 2018  
E S I

|  |   |       |  |   |     |
|--|---|-------|--|---|-----|
| MNTC Goal Area 4 Mathematics and Logic:<br>Students should complete MATH 1350 Statistics | 4 | 3     | MATH 1350 will fulfill statistics requirement for the HIM major and the Math General Education requirement | 3 | Sub |
| MNTC Goal Area 5 Social Sciences:  | 5 | 3     | TBD at time of time of transfer  | 3 |     |
| <b>MnTC/General Education Total</b>  |   | 15-16 |  |   |     |

**Special Notes, if any:**

Students are encouraged to select general education courses that have been approved to fulfill general education categories of the receiving institution. A list of approved courses that fulfill each of the general education requirements at receiving institution can be found online at <http://css.edu/undergraduate/undergraduate-traditional/admissions/transfer-students/transfer-guides.html>.

The College of St. Scholastica also accepts the Minnesota Transfer Curriculum (MnTC) as satisfying the College's lower division general education requirements except for the religious studies requirement and an upper division Integrations course. Students who transfer in the completed MnTC will only need to complete a religious studies general education course and an upper division integrations course. The Integrations requirement must be completed at The College of St. Scholastica. The religious studies requirement can be fulfilled by an approved transfer course (see link above).

Grades earned must be a C or better for transfer. For an evaluation of transfer credit an official transcript must be sent directly to The College of St. Scholastica.

**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 |    |   |       |  |     |
|--|----|---|-------|--|-----|
| HITM 1215 Health Information Foundations                             | 3  | HIM 2110 Concepts & Principles of HIM (2 cr)  | 3     |  |     |
| HITM 1228 Administrative Medical Terminology                         | 3  | HIM 2101 Medical Language (3 cr)  | 3     |  |     |
| HITM 1229 Administrative Pharmacology                                | 3  | HIM 2102 Pharmacotherapeutics (1 cr)  | 3     |  |     |
| HITM 1240 Computerized Health Information                            | 3  | HIM 2111 HIM Technologies in Practice (2 cr)  | 3     |  |     |
| HITM 1244 Anatomy and Physiology for Health Information              | 4  | BIOL 2110 & 2120 Anatomy and Physiology I & II (Also fulfills Natural Science Gen Ed Pathway) | 4     |  | Sub |
| HITM 1220 Legal Aspects of Health Information                        | 3  | HIM 3132 Medicolegal Issues (4 cr)  | 3     |  |     |
| HITM 1226 CPT Coding   | 3  | HIM 3211 Classification of Health data: ICD Coding (4 cr)                                     | 11    |  | Sub |
| HITM 1227 ICD-CM Coding  | 3  |   |       |  |     |
| HITM 1235 ICD-PCS Coding   | 2  |   |       |  |     |
| HITM 2224 Advanced Medical Coding                                    | 3  |   |       |  |     |
| HITM 1250 Data and Software Applications for HIT                     | 3  | CIS 3205 Information Systems  | 3     |  | Sub |
| HITM 2204 Administrative Pathophysiology                             | 3  | BIO 3020 Pathophysiology (4 cr)   | 3     |  | Sub |
| HITM 2209 HIT Professional Practice Experience I                     | 2  | HIM 4520 Directed Practice (2 cr)   | 3     |  |     |
| HITM 2211 HIT Professional Practice Experience II                    | 1  |   |       |  |     |
| HITM 2212 Quality Improvement and Healthcare Statistics              | 3  | HIM 4231 Clinical Quality Management (4 cr)   | 3     |  |     |
| HITM 2215 HIT Management and Supervision                             | 3  | HIM 4315 Management Tools and Strategies (4 cr)   | 3     |  |     |
| HITM 2210 Medical Billing Reimbursement                              | 3  | Unrestricted general elective   | 3     |  |     |
| HITM 2244 HIT Comprehensive Review                                   | 1  | Unrestricted general elective   | 1     |  |     |
| <b>Major, Emphasis, Unrestricted Electives Total</b>                 | 49 | <b>Total College Credits Applied (sum of sections A and B)</b>                                | 64-65 |  |     |

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

| course prefix, number and name                    | Credits |
|---|---------|
|   |         |
| HIM 4421 Alternative Health Record Systems        | 2       |
| HIM 4415 Health Data Analytics                    | 4       |
| HIM 4423 HIM Research Methods                     | 3       |
| HIM 4555 Professional Practice Placement          | 4       |
| HIM 4556 Seminar in Health Information Management | 2       |
| HSC 2203 U.S. Health Care System                  | 4       |
| CIS 1001 Computer Science Principles              | 4       |
| CIS 3107 Database Modeling                        | 4       |
| CIS 3108 Systems Analysis and Design              | 4       |

**REC'D ADMISSIONS**

JAN 16 2018

E S I

|  |           |
|--|-----------|
| CIS 4108 Project Management                                    | 2         |
| *Social Sciences general education course                      | 4         |
| *History general education course                              | 4         |
| *Literature general education course                           | 4         |
| *Fine Arts general education course                            | 4         |
| *Philosophy general education course                           | 4         |
| Religious Studies general education course                     | 4         |
| *Open pathway general education course                         | 4         |
| University unrestricted elective credits not counted elsewhere | 0         |
| <b>Total Remaining University Credits<sup>2</sup></b>          | <b>65</b> |

**Special Notes, if any:**

Students should complete MATH 1350 Statistics at St. Cloud Technical and Community College to fulfill the MNTC goal 4 requirement for the HIT A.A.S. (this course can be applied as a substitution for PSY 3331 for the HIM major at The College of St. Scholastica). If students do not transfer MATH 1350 they will need to complete PSY 3331 at CSS to fulfill the requirement.

\*Two general education courses must be upper division integrations courses taken at the receiving institution, however the completed Minnesota Transfer Curriculum (MnTC) will satisfy the College's general education requirements except for the religious studies requirement and one upper division Integrations course. Students who transfer in the completed MnTC will not be required to complete the courses noted with an asterisk (\*) in section C, but will only need to complete a religious studies general education course and an approved Integrations course. The Integrations requirement must be completed at The College of St. Scholastica. The religious studies requirement can be fulfilled by an approved transfer course (see link in section A special notes for list of approved courses).

**B.S. Degree Requirements:**

- Minimum 128 semester credits earned
- Minimum 42 upper division credits (at or above the 3000 level)
- Last 32 credits taken at The College of St. Scholastica, 16 credits in the major
- Complete the requirements for general education and your major
- Meet all GPA requirements for the major
- Maximum number of PED credits that can count toward graduation is 8

**SECTION D - Summary of Total Program Credits**

| College (sending) Credits                        |              | University (receiving) Requirements   |                |
|--|--------------|---|----------------|
| MnTC/General Education                           | 15-16        |   |                |
| Major, Emphasis, Unrestricted Electives or Other | 49           |   |                |
| <b>Total College Credits</b>                     | <b>64-65</b> | <b>Total College Credits Applied</b>  | <b>64-65</b>   |
|  |              | <b>Remaining credit to be taken at the university (receiving institution)</b> | <b>65</b>      |
|  |              | <b>Total Program Credits</b>  | <b>129-130</b> |

**Special Notes, if any:**

<sup>2</sup> At least 42 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 42 required credits of upper division.

| College                                   | Name                | Signature       | Date     |
|---|---------------------|-----------------|----------|
| Vice President/<br>Chief Academic Officer | Dr. Carolyn Olson   | Carolyn Olson   | 12/14/17 |
| University                                | Name                | Signature       | Date     |
| President                                 | Dr. Colette Geary   | Colette Geary   | 11/27/17 |
| VP, Academic Affairs                      | Dr. Wolfgang Natter | Wolfgang Natter | 11/21/17 |

**REC'D ADMISSIONS**

JAN 16 2018

E S I