

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

**Century College  
AND  
Concordia University, St. Paul**

\*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 Century College (hereinafter sending institution), and Concordia University, St. Paul (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 Assistant Diploma (hereinafter sending program), and the receiving institution has established a Health Care Administration BA (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 51 credits from the sending program. A total of 70 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 12/15/18 and shall remain in effect until 12/15/23 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 06/15/23 (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	Century College	Concordia University, St. Paul
Program name	Medical Assistant	Health Care Administration
Award Type (e.g., AS)	Diploma	BA
Credit Length	51	121
CIP code (6-digit)	51.0801	
Describe program admission requirements (if any)		Meet CSP Admissions Requirements

### 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.

### 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
<b>Minnesota Transfer Curriculum-General Education</b>						
ENGL 1020 Composition I or ENGL 1021 Composition I	1	4	Elective		4	Sub
Choose one: COMM 1031 Interpersonal Communication or COMM 1051 Intercultural Communication Recommended for Transfer to CSP: COMM 1031 Interpersonal Comm	1	3	Communication if complete COMM 1031 or Global Studies if complete COMM 1051.		3	Equiv
BIOL 1024 Human Biology	3	3	Science		3	Sub
Choose one: PSYC 1020 General Psychology PSYC 1030 Psychology of Adjustment or PSYC 1041 Developmental Psych: Lifespan Recommended for Transfer to CSP: PSYC 1020 General Psychology	5	3-4	Social/Behavioral Sci if complete PSYC 1020		3-4	Equiv
<b>MnTC/General Education Total</b>		<b>13</b>				

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

**Special Notes, if any:** If a student has fulfilled all MnTC goal areas, all General Education requirements at CSP are satisfied, with the exception of the Theology course requirements.

### 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: "Choose 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				
Choose one:				
CAPL 1010 Introduction to Software Applications or CSCI 1020 Intro to Personal Computers and Info Sys	3	Elective	3	Sub
HLTH 1001 Medical Terminology	2	Elective	2	Sub
MEDA 1001 Laboratory Techniques I	5	Elective	5	Sub
MEDA 1002 Laboratory Techniques II	5	Elective	5	Sub
MEDA 1011 Clinical Anatomy I	5	Elective	5	Sub
MEDA 1012 Clinical Anatomy II	5	Elective	5	Sub
MEDA 1020 Admin Procedures for Medical Assistants	4	Elective	4	Sub
MEDA 1030 Pharmacology for Medical Assistants	3	Elective	3	Sub
MEDA 1780 Medical Assistant Clinical Externship	6	Elective	6	Sub
Restricted elective credits - list courses (if none enter 0)	0		0	
Unrestricted elective credits (if none enter 0)	0	College's unrestricted elective credits accepted in transfer (if none enter 0)	0	
<b>Major, Emphasis, Unrestricted Electives Total</b>	<b>38</b>	<b>Total College Credits Applied (sum of sections A and B)</b>	<b>51</b>	

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

course (prefix, number and name)	Credits
<b>Remaining Major Requirements</b>	<b>(40)</b>
HCR 250 Leadership, Communication	4
HCR 220 Epidemiological Foundation	4
HCR 350 Healthcare Diversity and Global Issues	4
HCR 400 Health Care Finance	4
HCR 425 Health Care Economics	4
HCR 435 Ethics and Decision Making in Health Care Env.	4
HCR 440 Legal Environment for Healthcare Managers	4
HCR 340 Health Care Information Systems	4
HCR 325 Compliance and Regulatory Requirements	4
HCR 300 Strategic Leadership of Resources, People and Team	4
<b>Remaining General Education Requirements**</b>	<b>(30)</b>
Writing (or complete MnTC Goal 1)	4
Literature (or complete MnTC Goal 6)	4
History and Political Science (or complete MnTC Goal 5 or 9)	4
Global Studies (or complete MnTC Goal 8)	4
Fine Arts (or complete MnTC Goal 6)	4
Mathematics (or complete MnTC Goal 4)	3
Health and Physical Education	3
Theology (must be completed at CSP)	4
University unrestricted elective credits not counted elsewhere (if none enter 0)	0
<b>Total Remaining University Credits</b>	<b>70</b>

**Special Notes, if any:**

\*\*If the recommended general education courses listed in section A are not completed, additional general education requirements will need to be completed at CSP that are not currently listed in Section C.

### SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	13		
Major, Emphasis, Unrestricted Electives or Other	38		
<b>Total College Credits</b>	<b>51</b>	<b>Total College Credits Applied</b>	<b>51</b>
		<b>Remaining credit to be taken at the university (receiving institution)</b>	<b>70</b>
		<b>Total Program Credits</b>	<b>121</b>
<b>Special Notes, if any:</b>			

<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	Jenni Swenson	<i>Jenni Swenson</i>	12-14-18
Beth Hein Dean	Beth Hein	<i>Beth Hein</i>	1-14-19
<b>University</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Provost	Eric LaMott	<i>Eric LaMott</i>	12-11-18
Dean or Department Chair	Lana Huberty	<i>Lana Huberty</i>	12/10/2018
DARS Encoder			
Date when equivalencies were verified/encoded in DARS by the receiving Minnesota State institution.			