

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

**Central Lakes College
AND
Bemidji 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 Central Lakes College 501 W. College Dr. Brainerd, MN 56401 (hereinafter sending institution), and Bemidji State University 1500 Birchmont Drive NE, Bemidji, MN 56601-2699 (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 AAS (hereinafter sending program), and the receiving institution has established a Applied Management BAS (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 60-62 credits from the sending program. A total of 63 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 7/30/2018 and shall remain in effect until 7/29/2023 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 1/29/2023 (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.



February 2, 2017

PROGRAM TRANSFER TABLE

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

	College (sending)	University (receiving)
Institution	Central Lakes College	Bemidji State University
Program name	Medical Assistant	Applied Management
Award Type (e.g., AS)	AAS	BAS
Credit Length	60	120
CIP code (6-digit)	51.0801	15.1501
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						
AMSL 1410 American Sign Language (4 Cr) or SPAN 1401 Beginning Spanish (4 Cr)	8	4	ED 1111 American Sign Language 1 or SPAN 1111 Elementary Spanish I	8	4	Equiv
BIOL 1404 Human Biology	3	3	BIOL 1110 Human Biology	3	3	Equiv
COMM 2420 Intercultural Communication	1, 7	3	MnTC Equivalent Course	1, 7	3	Equiv
ENGL 1422 Practical Writing (3 Cr) Goal 1,2 or ENGL 1410 Composition I (4 Cr) Goal 1	1, 2 1	3-4	MnTC Equivalent Course or ENGL 1151 Composition	1, 2 1	3-4	Equiv
MnTC Courses	1-10	1-2	MnTC Equivalent Course	1-10	1-2	Equiv
MnTC/General Education Total		15				

Special Notes, if any: Remaining MnTC requirements may be completed at the college or university.

¹ MnTC 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).

Major, Emphasis, Restricted, Unrestricted Electives or Other Courses			
Required Technical Courses (36 Cr)			
HINS 1150 Intro to Diagnosis and Procedure Coding	3	Transfer Professional Block	30
MEDA 1110* Clinical Procedures I	3		
MEDA 1115* Clinical Procedures II	3		
MEDA 1120 Laboratory Techniques I	3		
MEDA 1125* Laboratory Techniques II	3		
MEDA 1128 Medical Terminology (1 Cr) OR PNUR 1138 Medical Terminology (1 Cr)	1		
MEDA 1130 Ethics and Issues	2		
MEDA 1132* Phlebotomy	2		
MEDA 1135 Administrative Procedures I	3		
MEDA 1137* Administrative Procedures II	2		
MEDA 1141 Disease Conditions	2	Transfer General Elective Credits	15-17
MEDA 1142 Pharmacology	2		
MEDA 2150* Medical Assistant Internship	5		
PNUR 1130 Life Span (1 Cr) OR PSYC 2431 Human Development (3 Cr)	1-3		
PNUR 1140 Medication Calculations for Healthcare Careers	1		
General Electives	9		
Major, Emphasis, Unrestricted Electives Total	45-47	Total College Credits Applied (sum of sections A and B)	60-62

SECTION C - Remaining University (receiving) Requirements

course prefix, number and name	Credits
I REQUIRED FOUNDATION CORE (17 credits)	
ACCT 1100 Financial Literacy	3
ACCT 2101 Principles of Accounting I	3
MATH 1100 Mathematical Reasoning (MnTC 4)	3
ECON 2000 Markets and Resource Allocation (MnTC 5 & 9)	3
ECON 2100 Macroeconomics and the Business Cycle (MnTC 5)	3
TADT 2100 Impact of Technology, Art, & Design (MnTC 5 & 9)	2
II REQUIRED MAJOR CORE (30 credits)	
TADT 3100 Principles of Professional Development	3
TADT 3111 Project Management Methodology	3
TADT 3112 Leadership in a Team Environment	3
TADT 3267 Economic and Cost Analysis	3
TADT 3700 Operations Planning and Control	3
TADT 4385 Sustainability and Emerging Technologies	3
TADT 4873 Emphasis Related Capstone	3
TADT 4875 Facilities Management	3
TADT 4878 Quality Assurance	3
TADT 4880 Total Quality Management	3
III. MnTC/CAREER RELATED ELECTIVE COURSES	
SELECT 16 LIBERAL EDUCATION/MNTC CREDITS WITH ASSISTANCE FROM A FACULTY ADVISOR TO COMPLETE GRADUATION REQUIREMENTS. (10 OF THESE MAY NEED TO BE UPPER DIVISION CREDITS)	16
Total Remaining University Credits²	63

Special Notes, if any:

SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	15		
Major, Emphasis, Unrestricted Electives or Other	45-47		
Total College Credits	60-62	Total College Credits Applied	60-62
		Remaining credit to be taken at the university (receiving institution)	63
		Total Program Credits	123-125

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
Chief Academic Officer	Joy Bodin	Joy Bodin	3/21/19
Vice President			
Title			
University	Name	Signature	Date
Chief Academic Officer	Dr. Anthony Pfeffer	A. Anthony Pfeffer	3/6/19
Provost			
Title			
DARS Encoder	Bev Hodgson	Bev Hodgson	2/22/19
Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.			