

MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
TRANSFER AGREEMENT
BETWEEN

WESTERN TECHNICAL COLLEGE
AND
WINONA 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 Western Technical College (hereinafter sending institution), and Winona State University (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 Administrative Professional (AAS)** (hereinafter sending program), and the receiving institution has established a **Healthcare Leadership and Administration (Bachelor of Applied Science, BAS) 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 of 2.4.

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. 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 06/01/2022 and shall remain in effect until the end date of 05/01/2027 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 11/01/2026 (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 ARTICULATION TABLE

	College (sending)	University (receiving)
Institution	Western Technical College	Winona State University
Program name	Medical Administrative Professional, AAS	Healthcare Leadership and Administration HLL Option
Award Type (e.g., AS)	AAS	BAS
Credit Length	60 cr. hr.	120 cr. hr.
CIP code (6-digit)	xxxxxx	51.0701
Describe program admission requirements (if any)	<p>Must meet Western Technical College's application requirements</p> <p>Must meet application requirements</p>	<ul style="list-style-type: none"> • AAS, AS, OR AA degree required • 60+ credits (junior/senior standing) • Completion of WSU (GEP) Goal 1 • Must meet WSU application 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 the 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						
10801136 English Composition I or 20801201 English I		3	ENG 111 College Reading & Writing	1	3	Equiv
10806120 Body Structure and Function		3	BIOL 117 Human Biology	3	3	Equiv
10809198 Introduction to Psychology		3	PSY 210 Intro to Psychological Science	5	3	Equiv
10809172 Introduction to Diversity Studies or 20809217 Race, Class, and Gender		3	SOC 423 Sociology of Race and Ethnicity MnTC Elective	7	3	Equiv
10804123 Math w/ Business Applications		3	MATH 110 Finite Mathematics	4	3	Equiv
10801196 Oral/Interpersonal Communication or 10801198 Speech or 20810201 Public Speaking		3	CMST 192 Intro to Communication CMST 191 Intro to Public Speaking	1	3	Equiv
The following courses are not required for the degree at Western Technical College (WTC) but are recommended to be taken at WTC and will transfer as follows to Winona State University.						
806134 General Chemistry (recommended)		4	CHEM 107 Chemistry in our World/Lab	3/10	4	Equiv
805227 Music Appreciation (recommended)		3	MUS 109 Introduction to Music	5/6	3	Equiv
809262 Moral Problems (recommended)		3	PHIL 130 Moral Problems	6/9	3	Equiv
802211 Spanish 1		4	SPAN 101 Elementary Spanish 1	6/8	4	Equiv
MnTC/General Education Total		18				

Special Notes, if any: Students require a total of 40 earned credits in MnTC to complete the general education graduation requirement and graduate with a baccalaureate degree. We recommend earning the majority of these credits prior to starting the Healthcare Leadership & Administration BAS program. Attached to this agreement is a sample 4-year plan of study that suggests how to add these courses to your course load at Western Technical College.

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						
10106119 Business Communication Skills		3	General Elective		3	
10106112 Business Formatting		3	BUED 203		3	Equiv
10106103 Personal and Professional Development		3	BUED 360		3	Equiv
10106123 Business Correspondence		3	BUED 333		3	Equiv
10501101 Medical Terminology		3	BIOL 171, BIOL 172 AND BIOL 173		3	Equiv
10160131 Admin & Org of Health Care		3	HLA 414		3	Equiv
10160120 Med Law, Ethics & Prof.		2	HADM 441		2	Equiv
10196189 Team Building & Problem Solving		3	HLA 443		3	Equiv
10501110 Medical Administrative Procedures		2	Technical Electives accepted in transfer*		19	
10103107 Intro to MS Excel and Access		3				
10106189 Medical Office Finance		2				
10106190 Medical Office Insurance		2				
10106106 Quality Customer Service		3				
10196191 Supervision		3				
10196190 Leadership Development		3				
10160150 Medical Administrative Professional Capstone		1				
Major, Emphasis, Unrestricted Electives Total		42	Total College Credits Applied (sum of sections A and B)		60	

*Receiving institution will accept a maximum of 30 technical credits in transfer

SECTION C - Remaining University (receiving) Requirements

	Credits
course prefix, number and name	

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

	PESS 199 Lifetime Fitness/Wellness	2
	MnTC Goal 3	4
	MnTC Goal 5	6
	MnTC Goal 6	6
	MnTC Goal 8	3
	MnTC Goal 6/9	3
	MnTC Goal 10	3
	HLA 300: Foundations of Healthcare Leadership and Admin	2
	HLA 302 Intro. to Analytical Trends & Possibilities	1
	HLA 406: Information Management and Decision Making for Healthcare Leaders	3
	HLA 451: Managing Projects in Healthcare	3
	HLA 452: Financial Resource Management for Healthcare Leaders	3
	HLA 325: Transcultural Issues in Healthcare	3
	HLA 366: Professional Communication for Healthcare Leaders	3
	HLA 311 Data Science Applications	3
	HLA 435: Quality Improvement in Healthcare	3
	HLA 444: Introduction to Change and Leadership	3
	HLA 449: Appreciative Coaching	1
	HLA 301: Statistical Thinking for Healthcare	3
	HADM 317: Human Resource Management	3
	HLA 490: Healthcare Professional Development	2
	Total Remaining University Credits²	60

SECTION D - Summary of Total Program Credits			
College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	18		
Major, Emphasis, Unrestricted Electives or Other	42		
Total College Credits	60	Total College Credits Applied	60
		Remaining credit to be taken at the university (receiving institution)	60
		Total Program Credits	120
Special Notes, if any:			
Winona State University requires:			
<ul style="list-style-type: none"> • A minimum of 30 credits during the junior/senior year combined must be completed at Winona State University. • At least 40 of the required credits for the baccalaureate degree shall be at the 300-400 level. • Completion of MnTC Goals 1-10 and 2 credits of Physical Development and Wellness required for this degree. • Completion of 12 credits of Intensives required for this degree. • A cumulative GPA of 2.50 is required in the HLA major and a minimum of a 2.00 GPA is required overall. 			

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
V.P. of Academics	Amy Thornton	<i>Amy Thornton</i>	6-29-2022
Dean of Business	Gary Brown	<i>Gary G. Brown</i>	6-28-22
University	Name	Signature	Date
Chief Academic Officer	Darrell Newton	<i>Darrell Newton</i>	8/30/22
Dean of Nursing & Health Sciences	Julie Anderson	<i>Julie M. Anderson</i>	8/30/2022
DARS Encoder	Sarah Curtin	<i>Sarah Curtin</i>	8/26/2022
Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.			