

**Transfer Articulation Agreement for
Bachelor of Science and Bachelor of Applied Science
Degrees in Business Administration/Management
Memorandum of Cooperation Between
Central Lakes College and Southwest State University**

Statement of Purpose

Southwest State University and Central Lakes College have entered into this agreement. The purpose of this agreement is to facilitate credit transfer and provide a smooth transition from one related degree program to another. It is further recognized that this agreement shall describe the required program of study at Central Lakes College for admission eligibility to Southwest State University in the Business Administration/ Management program. This agreement identifies all required and equivalent courses at each institution.

Terms and Conditions of Credit Transfer:

The parties of this agreement hereby agree to the terms and conditions set forth herein. The evaluation and transfer of earned college credits shall be in full compliance with MnSCU and all other state and federal education policies pertaining to undergraduate credit transfer. Current students and graduates, who have earned degrees, certificates or diplomas from Central Lakes College, shall be eligible for credit evaluation under the terms of this agreement. Program specific requirements and/or required courses are listed and defined in Appendix A of this agreement.

Transfer students will be accorded the same standards and criteria for admission to a major degree sequence as Southwest State University students.

- **Associate in Arts degree** transfer students who have completed the Minnesota Transfer Curriculum (MnTC) are exempt from additional lower-division general education courses unless the degree requires program specific lower division and general education courses.
- **Associate in Science degree** transfer students will transfer the first two years of an articulated baccalaureate degree program. An additional list of credits will be determined upon evaluation of the student's official transcript.
- **Associate in Applied Science degree** transfer students will transfer the number of credits agreed upon by both sending and receiving institutions as identified in appendix A.
- **Two-Year diploma** transfer students will transfer a minimum of 42 SCH to the Bachelor of Applied Technology degree program. The completion of the degree requirements will be determined upon evaluation of the student's official transcript, which will require enrollment, and successful completion of a minimum of 86 semester credit hours (SCH).

Applicants accepted must fulfill the graduation requirements of the granting institution as identified in appendix A.

Joint Admission Option

Students may be admitted to both institutions *simultaneously*. With joint admissions, students receive a place in Southwest State University major in Business Administration/Management upon transfer from Central Lakes College Business program if they meet the requirements listed on Appendix A. Students may also:

- Concurrently enroll in courses at both institutions.
- Have access to advising and other services *at both institutions*

Collaboration Practices

Faculty at both institutions will cooperate in scheduling course offerings in a convenient, flexible manner. The resources of both institutions, including faculty and space, will be used in a manner that enhances the educational opportunities available to students. This includes the required courses to fulfill the MnTC and the core courses in the major. In addition:

- Each institution will jointly offer sponsored courses when appropriate.
- Tuition and fees will be paid to the institution from which the student takes a course as specified in appendix A.
- Upon student request each institution will forward to the other, copies of transcripts from students in the program.
- Both institutions will work together to develop registration and financial aid procedures to facilitate

- concurrent enrollment of students.
- Both institutions will inform potential students about this program.

Articulation Implementation and Agreement Review

The Chief Academic Officer or designee of *the collaborating institutions*, shall be responsible for implementing this agreement, for identifying and incorporating any changes into subsequent agreements, and for conducting a *periodic review of this agreement*.

This agreement becomes effective on July 1, 2001 and remains in effect until terminated or amended by either party.

_____/S/_____
PRESIDENT – SOUTHWEST STATE UNIVERSITY DATE

____1/2/03____/S/_____
PRESIDENT – CENTRAL LAKES COLLEGE

____12/20/02____
DATE

APPENDIX A

This agreement includes specific requirements for admission into a program, outlines requirements, and indicates which courses can be used to meet program prerequisites as well as general education, major or program, and graduation requirements.

Pre-Business/Entrance Requirements for the B.S. degree – Business Administration major:

- ◆ Transfer students will be required to complete the following pre-business courses. These courses may or may not have been a part of the Associate in Arts or MnTC, but are still required to complete prior to admittance in the B.S. degree in Business Administration. *These courses are:*
 - MATH 1457
 - ENGL 1410
 - ENGL 1411
 - SPCH 1431

- ◆ As of the first class day of Fall Semester 2001 at SSU, the following new requirements would apply to all pre-business and business administration students:
 1. Require that a student earn a grade of C or better in the following Pre-Business Courses:
 - MATH 1457
 - ENGL 1410
 - ENGL 1411
 - SPCH 1431
 3. If a student earns a grade of C- or less in any of the above courses, then the student would be required to re-take the course (or courses), and earn a grade of C or better, before that student will be admitted to the Business Administration major.
 4. Prior to being admitted to the Business Administration major, a student must have earned a cumulative GPA of 2.50 or better within 27 credits of SSU's Liberal Arts Core (LAC) and MnTC courses. Of the 27 credits of LAC courses used to determine the GPA, the following courses must be included: MATH 1457 or higher level Calculus course, ENG 1410, ENG 1411 and SPCH 1431. No courses outside the LAC will be used to determine the GPA for entry into the major.
 5. The rule that a student must take and pass the PPST as part of the pre-business requirements is eliminated.
 6. The Business Administration faculty will rely upon active academic advising and up-to-date record keeping to assure that students who are affected by the transition from the old pre-business requirements to the new pre-business requirements are treated fairly, while upholding the academic standards of the program. Students caught in the transition will be advised that they can enter the business administration major under either the old or new requirements.
 7. The above Pre-Business Requirements for entry into the Business Administration Major are program requirements that are separate from SSU's Liberal Arts Core requirements. All students, including transfers, who plan to pursue a major in Business Administration must meet or exceed the Pre-Business requirements.

Completion of Bachelor of Applied Science Requires Successful Completion of:

- Additional Graduation Curriculum Requirements listed in the current SSU Academic Catalog.
- Successful completion of:
 - A minimum of 42 SCH at SSU or an accredited four-year institution.
 - A minimum of 22 SCH at Southwest State University.
 - A minimum of 27 SCH at the 300 or 400 level.
 - The requirements for an approved B.A.S. major.
 - All coursework with a cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at SSU.
- Further requirements under one of the following three categories which apply to academic credentials at the time of matriculation at SSU:
 1. A.A.S. Degree
 - An A.A.S. degree at an accredited community, technical college or four-year college/university.
 - An additional minimum of 64 SCH.
 - The Minnesota General Education Transfer Curriculum or a minimum of 22 SCH from SSU's Liberal Arts Curriculum/Minnesota Transfer Curriculum officially approved by the student's advisor.
 2. A.S. Degree
 - An A.S. degree at an accredited community, technical college or four-year college/university.
 - An additional minimum of 64 SCH.

- The Minnesota General Education Transfer Curriculum or a minimum of 12 SCH from SSU's Liberal Arts Curriculum/Minnesota Transfer Curriculum officially approved by the student's advisor.
3. Two-Year Diploma
- A MnSCU approved two-year technical diploma at an accredited community, technical college or four-year college/university.
 - An additional minimum of 86 SCH.
 - The Minnesota General Education Transfer Curriculum or SSU's Liberal Arts Curriculum/Minnesota Transfer Curriculum.

The following limitations also apply:

- No more than 6 SCH of courses numbered 050-099 and no SCH courses numbered 001-049 shall be counted toward graduation.
- No more than 10 SCH of credit/no credit (CR/NC) courses outside the major shall be counted toward graduation.

Graduation Requirements:

- A 2.50 or higher cumulative GPA for all Business Administration courses is required to graduate as a Business Administration major.
- GPA requirements for transfer students will be evaluated only on the basis of the degree requirements of the major in Business Administration.
- A B.S./B.A.S. in Business Administration requires successful completion of the SSU graduation requirements as listed in Appendix B, C, and D and as listed on the major worksheets.

Terms of the Memorandum of Understanding

APPENDIX B

- ◆ Central Lakes College students, both present and past, seeking admission to Southwest State University are required to satisfy all admission requirements as articulated in the SSU undergraduate catalog. Students entering SSU's Business Administration/Management degree are required to satisfy all course requirements in the major as articulated in the SSU undergraduate catalog.
- ◆ With the merger of the three systems into Minnesota State Colleges and Universities (MnSCU), all attempts have been made to develop a common calendar for the cooperating institutions. *Any conflict will be resolved by following the SSU calendar.*
- ◆ The plan for delivery of required courses by both SSU and Central Lakes will be developed prior to beginning the three-year cycle. Each year, Southwest State University will prepare a schedule of courses for the next year and present that schedule to the Dean of Instruction at Central Lakes College for review and comment before the schedule is publicized. If a scheduling conflict or any other problem should occur, Southwest State University will strive to alleviate the concern. Nevertheless, SSU is responsible for the scheduling of SSU Business courses at Central Lakes. *Central Lakes will be responsible for offering the Central Lakes Business courses and the MnTC on a cycle acceptable to meet the student needs.*
- ◆ Southwest State University will be responsible for hiring all faculty for all Business courses on the Central Lakes campus. Normally, SSU Business faculty or approved SSU adjunct faculty will staff all of the courses.
- ◆ An inter-campus advisory committee composed of the Assistant to Dean/Distance Learning, Central Lakes Program Coordinator/Distance Learning, an SSU Business faculty, the Dean of Instruction and a faculty representative at Central Lakes College will assist the Campus Coordinator to review the program and its delivery.
- ◆ Central Lakes College will furnish the following:
 1. Classrooms for the classes offered.
 2. ITV technical support for all classes delivered via Interactive television. SSU will assist in covering the costs.
 3. Office space for coordinator.
 4. Ordinary audiovisual equipment for classroom use.
 5. Office space for use by adjunct faculty
 6. Telephone for the program coordinator with access to state tie lines.
 7. Microcomputer for use in computer courses that are a part of the program
 8. Library facilities
 9. At no cost to the student, an official transcript sent to SSU each semester student is enrolled in major courses completed after Associate's degree.
- ◆ Central Lakes College will generally have the services of Program Coordinator on a part-time basis. The coordinator will rotate the coverage schedule and it will be posted in the Central Lakes weekly bulletin.
- ◆ For Southwest State University, the Central Lakes Program Coordinator and the Assistant to Dean/Distance Learning, with final approval from the SSU Business faculty, will be responsible for the Business program at Central Lakes College. For Central Lakes College, the Dean of Instruction at Central Lakes College will be the liaison for this program.
- ◆ Tuition will be charged at the semester rate at Southwest State University. Students in the SSU Business program at Central Lakes will register as set by the registration system and will pay tuition to SSU by mail. Textbooks will be ordered at the Central Lakes College bookstore and generally sold the first night of class.
- ◆ Southwest State University will be responsible for offering sufficient credits of course work to allow students in the program to complete the SSU Bachelor of Science degree in Business Administration, Management concentration within three years. With approval from a SSU business adviser, additional courses may be taken from other universities.
- ◆ Courses may be offered evenings, days or weekends. (Southwest State University will offer all of the Business courses, but other four-year institutions may offer some electives.)

Appendix C - Bachelor of Science Degree

Completion of Major (51 semester hours)

SSU will not offer the pre-Business requirements or lower division major requirements to students in Brainerd. We

expect that students will complete these courses at Central Lakes College, whether they have already completed the associate degree or not. Specifically, those courses are:

SSU COURSES

MATH 115 Finite Math
 ENGL 102 Rhetoric: The Essay
 ENGL 103 Rhetoric: Critical Writing
 SPCH 110 Fundamentals of Public Speaking
 ACCT 211 Principles of Accounting I
 ACCT 212 Principles of Accounting II
 BADM 280 Business Data Processing
 BADM 230 Business Statistics
 ECON 201 Principles of Microeconomics
 ECON 202 Principles of Macroeconomics

CENTRAL LAKES EQUIVALENTS

MATH 1457 College Algebra/Finite Math
 ENGL 1410 College Composition I
 ENGL 1411 College Composition II
 SPCH 1431 Fundamentals of Public Speaking
 ACCT 2011 Accounting Principles I
 ACCT 2012 Accounting Principles II
 CSCI 1561 Computers in Business
 MATH 1460 Intro to Statistics
 ECON 2402 Microeconomics
 ECON 2401 Macroeconomics

- ◆ Southwest State University requires that recipients of a Bachelor's degree complete a minimum of 64 semester credits at a four-year institution. To satisfy this requirement for CAP participants, SSU will accept ACCT 2011, 2012, BUS 1460, CSCI 1561, ECON 2401 and 2402 (a total of 18 semester credits) from Central Lakes College as a part of those 64 credits. To satisfy this requirement for Business Administration students, SSU will accept 18 additional semester credits as a part of these 64 credits. The Wellness Graduation requirement may allow an additional transfer of three credits, which would total an additional 21 semester credits.
- ◆ *The above listed courses must be offered on a three-year delivery cycle to coordinate with the 3-year schedule of delivery of the major courses to the Central Lakes site. A schedule of this three-year plan should be available prior to the beginning of the new cycle.*

Completion of B.S. Degree Requires:

- A minimum of 128 semester credit hours.
- A minimum of 64 SCH from SSU or other accredited 4-year institutions.
- A minimum of 32 SCH out of the last 64 SCH from SSU or another State University under the Common Market Program.
- A minimum of 27 SCH at the 300 or 400 level.
- The requirements for an approved major, 14 SCH of which must be taken at SSU.
- The SSU Core Curriculum requirements.
- All coursework with a cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at SSU.
- Successful completion of the SSU Graduation requirements for the Bachelor of Science degree.
- The Liberal Arts Core and MnTC requirements or completion of the Associate in Arts degree from the cooperating institution. (If the prospective student hasn't completed the A.A. or the MnTC, contact the SSU Program Coordinator to determine the student's eligibility for the program.)

Appendix D- Bachelor of Applied Science Degree

Completion of Major (42 semester hours)

- Southwest State University requires that recipients of a Bachelor of Applied Science degree complete a minimum of 42 semester credits at a four-year institution. *To satisfy this requirement for B.A.S. participants, SSU will accept ACCT 2011, 2012, BUS 1460, CSCI 1561, ECON 2401 and 2402 (a total of 18 semester credits) from Central Lakes College as a part of those 42 credits. No other courses will be considered as a part of the 42 semester credits. The Wellness Graduation requirement may allow an additional transfer of 3 credits, which would total an additional 21 semester credits.*

SSU Classes

ACCT 211, 212 Principles of Accounting I
ACCT 212 Principles of Accounting II
BADM 280 Business Data Processing
BADM 230 Business Statistics
ECON 201 Principles of Microeconomics
ECON 202 Principles of Macroeconomics

CLC Classes

ACCT 2011 Accounting Principles I
ACCT 2012 Accounting Principles II
CSCI 1561 Computers in Business
MATH 1460 Intro to Statistics
ECON 2402 Microeconomics
ECON 2401 Macroeconomics

- The above listed courses must be offered on a three-year delivery cycle to coordinate with the 3-year schedule of delivery of the major courses to the CLC site. A schedule of this three-year plan should be available prior to the beginning of the new cycle.
- The Bachelor of Applied Science degree allows the student to complete their Minnesota Transfer curriculum at the collaborating institution. A three-year schedule of courses to meet this requirement is also needed.

Requirements for the Bachelor of Applied Science - Management major:

- If any course deemed to be an equivalent course in Category A has already been taken as part of the A.A.S. or A.S., a course from the Management major elective category must be substituted.
- Total of all categories in the major must be 42 SCH.
- Before entering the B.A.S. Management major, students would be expected to meet one of the following categories of GPA requirements, depending on their academic credentials at the time of their matriculation at SSU:
 - Students who have an A.A.S. Degree and are seeking entry into the B.A.S.-Management major must earn a cumulative GPA of 2.50 or better within the additional 22 Semester Credit Hours (SCH) of the Liberal Arts Core (LAC), or within the 22 additional SCH of the Minnesota General Education Transfer Curriculum, needed to complete the B.A.S. – Management Degree.
 - Students who have an A.S. degree and are seeking entry into the B.A.S. – Management major must earn a cumulative GPA of 2.50 or better within the additional 12 SCH of the Liberal Arts curriculum or within the additional 12 SCH of the Minnesota General Education Transfer Curriculum needed to complete the B.A.S.-Management degree
 - Students who have a two-year technical college diploma and are seeking entry into the B.A.S. - Management major must earn a cumulative GPA of 2.50 or better within a minimum of 22 additional SCH of the LAC, or within the 22 additional SCH of the Minnesota General Education Transfer Curriculum needed to complete the B.A.S. – Management Degree.
 - In items a, b and c above, courses that do not fall within either the LAC or the Minnesota General Education Transfer Curriculum cannot be used to determine the minimum GPA for admission into the major.
 - The B.A.S.-Management major already uses the Major Field Test in Business as an exit exam.
- A grade point average of 2.5 is a graduation requirement for courses comprising the management major.
- The student and his/her academic advisor shall decide on the actual elective courses to take (if needed).

6. Final approval of a student's degree program shall rest with the student's advisor and/or the Department of Business and Public Affairs.

**BACHELOR OF SCIENCE
BUSINESS ADMINISTRATION MAJOR
MANAGEMENT CONCENTRATION**

Entrance Requirements Met....._____

Pre-Business requirements.....12 semester credits

- MATH 1457 College Algebra/Finite (CLC course)
- ENGL 1410 Composition I (CLC course)
- ENGL 1411 Composition II (CLC course)
- SPCH 1431 Fundamentals of Public Speaking bb

Business Core Courses.....36 semester credits

- ACCT 2011 Accounting Principles I (CLC course)
- ACCT 2012 Accounting Principles II (CLC course)
- BUSN1460 Intro. to Statistics (CLC course)
- CSCI 1561 Computers in Business (CLC course)
- 0206-350 Managerial Finance
- 0206-380 Management Principles
- 0206-390 Business Law I
- 0206-480 Production & Operations Management
- 0206-490 Business Policy
- 0216-301 Marketing Principles
- ECON 2402 Microeconomics (CLC course)
- ECON 2401 Macroeconomics (CLC course)
- 0206 495 Senior Exam

Restricted Business Electives.....9 semester credits

Three related upper level Business Administration courses chosen from a list approved by the Department of Bus. Adm. and approved by advisor.

Interdisciplinary Studies.....6 semester credits

- International Business & Economics **or**
Other internat'l course approved by Dept./Bus. Adm.

- One non-business course from a list approved by Dept./Bus. Adm.

Graduation Requirements:

- 0206-490 Business Policy – Capstone course
- Health & Wellness Requirement
- Regional Studies Requirement

**BACHELOR OF APPLIED SCIENCE
MANAGEMENT MAJOR**

Entrance Requirements Met....._____

Basic Courses.....18 semester credits

- ACCT 2011 *Accounting Principles I (CLC course)*
- ACCT 2012 *Accounting Principles II (CLC course)*
- MATH 1460 *Intro. to Statistics (CLC course)*
- CSCI 1561 *Computers in Business (CLC course)*
- ECON 2402 *Microeconomics (CLC course)*
- ECON 2401 *Macroeconomics (CLC course)*

Upper Division Courses.....21 semester credits

- 0206-350 Managerial Finance
- 0206-380 Management Principles
- 0206-383 Organizational Behavior & Theory
- 0206-390 Business Law I
- 0206-425 Human Resource Management
- 0206-490 Business Policy
- 0206-495 Senior Exam
- 0216-301 Marketing

Elective Courses.....Minimum 3 credits

- 0206-320 Insurance and Risk
 - 0206-352 Analyzing Financial Statements
 - 0206-385 Supervisory Management
 - 0206-391 Business Law II
 - 0206-411 Management Information Systems
 - 0206-426 Labor Relations
 - 0206-480 Production & Operations Management
 - 0206-491 Senior Seminar
 - 1604-470 International Business & Economics
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Graduation Requirements

- 0206-490 Business Policy – Capstone course
- Health & Wellness Requirement
- Regional Studies Requirement