

Memorandum of Understanding Between Southwest State University and St. Cloud Technical College Transfer Articulation Agreement for Bachelor of Applied Science degree Management Major

Statement of Purpose

Southwest State University (SSU) and St. Cloud Technical College (SCTC) have entered into this agreement. The purpose of this agreement is to facilitate credit transfer and provide a smooth transition from a two-year community and/or technical college to a university. It is further recognized that this agreement shall describe the required program of study at SCTC for admission eligibility to SSU in the Bachelor of Applied Science degree. This agreement identifies the transfer process.

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 St. Cloud Technical College, shall be eligible for credit evaluation under the terms of this agreement. Program specific requirements 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 Science (A.S.) degree** transfer students will transfer the first two years to an articulated baccalaureate degree program. The completion of the degree requirements will be determined upon evaluation of the student's official transcript. This will require enrollment and successful completion of a minimum of 64 semester credit hours (SCH).
- ◆ **Associate in Applied Science (A.A.S.) degree** transfer students will transfer the first two years to an articulated baccalaureate. The completion of the degree requirements will be determined upon evaluation of the student's official transcript. This will require enrollment in and successful completion of a minimum of 64 semester credit hours (SCH).
- ◆ **Two-Year diploma** transfer students will transfer a minimum of 42 SCH to the Bachelor of Applied Science 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).

All applicants accepted for the Bachelor of Applied Science degree program must fulfill the graduation requirements of the granting institution as identified in Appendix A.

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. 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. The collaborating institutions will use consortium agreements.
- Both institutions will inform potential students about this program.

**Transfer Articulation Agreement for
Bachelor of Applied Science – Management major
Transfer from St. Cloud Technical College to Southwest State University**

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

Terms of the Memorandum of Understanding

St. Cloud Technical 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.

Completion of Management Major (42 semester hours)

- ◆ Normally St. Cloud Technical College students who have completed their Associate in Applied Science (A.A.S.), Associate in Science (A.S.) or two-year diploma will be formally admitted to the Bachelor of Applied Science degree program with either a Management major.
- ◆ Southwest State University requires that recipients of a Bachelor of Applied Science degree in Management complete a minimum of 42 semester credits at a four-year institution. *To satisfy this requirement for B.A.S.-Management participants, SSU will accept ACCT 1215, 1216 and CPTR 1101 (a total of 9 semester credits) from St. Cloud Technical College as a part of those 42 credits. The Graduation Requirement of Regional Studies and Wellness Requirement are discussed earlier in this document.*

SSU COURSES

ACCT 211	Principles of Accounting I
ACCT 212	Principles of Accounting II
BADM 280	Business Data Processing

SCTC EQUIVALENTS

ACCT 1215	Accounting Principles I
ACCT 1216	Accounting Principles II
CPTR 1101	Exploring Computers

Requirements for the Bachelor of Applied Science - Management major:

1. 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.
2. Total of all categories in the major must be 42 SCH.
3. 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:
 - a. 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.
 - b. 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.
 - c. In items a and b 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.
 - d. The B.A.S.-Management major already uses the Major Field Test in Business as an exit exam.
4. A grade point average of 2.5 is a graduation requirement for courses comprising the management major.
5. 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.

B.A.S. Degree General Info

- Each student enrolled in the degree will receive a two part evaluation of his/her transfer credits:
 - An evaluation of credit towards the General Education credit requirement – LAC and MnTC.
 - An evaluation of credit towards the Major credit requirements.

- A student seeking a B.A.S. in Management or major is required to successfully complete the SSU graduation requirements:
 - Capstone course – as designated for the major.
 - Wellness and Health course requirement (*course options listed in SSU catalog*).
 - Regional Studies course (*course options listed in SSU catalog*).

