

Articulation Agreement

between

Medical Secretary Associate of Science, Rochester Community Technical College, Rochester, Minnesota

and

Business Education Program, Education Department, Winona State University, Winona, Minnesota

Statement of Purpose

This agreement has been entered into by **Rochester Community and Technical College** and **Winona State University**. 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 the attached appendix or appendices shall describe the required program of study at **Rochester Community and Technical College** for admission eligibility to **Winona State University in the Business Education Program**. This agreement identifies all required and equivalent courses at each institution.

Terms and Conditions of Credit Transfer:

The evaluation and transfer of earned college credits shall be in full compliance with MnSCU policies 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 **Rochester Community and Technical 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 **Winona State University** students.

- **Associate in Arts degree** transfer students who have completed the Minnesota Transfer Curriculum are exempt from additional lower-division general education courses unless the degree requires program specific lower division general education courses.
- **Associate in Science degree** transfer students will transfer the first two years of an articulated baccalaureate degree program.
- **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.
- **Diploma** transfer students will transfer the number of credits agreed upon by both sending and receiving institutions as identified in appendix A.
- **Certificate** transfer students will transfer the number of credits agreed upon by both sending and receiving institutions as identified in appendix A.

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 **Winona State University, Business Education Program**, upon transfer from **Rochester Community and Technical College, Medical Secretary Associate of Science**, 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. 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.
- Both institutions will work together to develop counseling, advising, transcription, registration and financial aid procedures to facilitate concurrent enrollment of students.
- Both institutions will inform potential students about this program.

Business Education (BUED) Program

College of Education

Date: 9-20-05

**BUSINESS EDUCATION ARTICULATION AND TRANSFER
PLAN BETWEEN ROCHESTER COMMUNITY AND
TECHNICAL COLLEGE (BTEC MEDICAL SECRETARY
ASSOCIATE OF SCIENCE) AND WINONA STATE
UNIVERSITY**

This cooperative collaborative agreement specifies which courses completed at Rochester Community and Technical College and Winona State University lead to the completion of a Bachelor of Science degree in business education (teaching) at Winona State University.

SIGNATURES:

Winona State University P.O. Box 5838 Winona, MN 55987	Rochester Community Technical College 857 – 30 th Ave SE Rochester, MN 55904
Dr. Celeste Miller, Education Department Chair Date <i>Celeste Miller</i> 9-21-05	Mary Olson, Program Leader – BTEC Medical Secretary Assoc. of Science Date <i>Mary Olson</i> 10/3/05
Dr. Cecilia Rokusek, College of Education Dean Date <i>Cecilia Rokusek</i> 9/22/05	Dr. Barbara Mollberg, Academic Dean Date <i>Barb Mollberg</i> 10/3/05
Dr. Kenneth Gorman, Acting V.P. of Academic Affairs Date <i>Kenneth Gorman</i> 9/23/05	Dr. Michael Baguette, Vice-President Teaching and Learning Date <i>Michael Baguette</i> 10/3/05

Distribution:

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04/15/2004