

# MEMORANDUM OF UNDERSTANDING

## Program Articulation

*by and  
between*

### **Minnesota State Community and Technical College**

1900 28th Ave S  
Moorhead, MN 56560

*and*

### **Charter Oak State College**

55 Paul J. Manafort Dr.  
New Britain, CT 06053

This Memorandum of Understanding ("MOU") is subscribed to by Minnesota State Community and Technical College ("M State") and Charter Oak State College ("COSC") for the purpose of establishing a credit transfer protocol for students completing the Health Information Technology/Coding AAS Degree Program at M State who desire to transfer into an upper division degree program at Charter Oak State College ("COSC").

#### **Articulation Criteria**

1. Any M State Student will be admitted to COSC subject to the following terms and conditions:
  - a. The M State Student must have completed his/her work at M State in good academic, behavioral and financial standing.
  - b. Only courses which were applicable toward a degree program at M State will be accepted by COSC.
  - c. The application and distribution of credits transferred may vary depending on the program of study the M State student chooses to pursue at COSC.
2. The student will be required to complete IDS 101, the Cornerstone Course and HIM 498 HIM Practicum and HIM 499 HIM Capstone at COSC and satisfy any outstanding general education and program requirements.
3. COSC will accept in transfer up to 87 credits from a regionally accredited two year institution. Transcripts from each institution awarding credit will be required for admissions.
4. All determinations that an M State Student has satisfied the prerequisites for admission, and the application of credit to a COSC program of study shall be made in the absolute discretion of COSC.

5. Policies in effect at the time the student matriculates at COSC will govern the student.

#### Partnership Roles and Responsibilities

1. Each party shall designate an individual to serve as liaison for the purposes of implementing this MOU.
2. Both parties agree to advise each other of changes in its degree programs as they occur, at least biannually.
3. Both parties agree to promote the agreement, and specific programmatic transfer opportunities, to students in mutually agreed upon formats, including providing individual and group advisement and through web-based and collateral materials.
4. COSC and M State agree to exchange student data as necessary to measure success of this agreement.

#### Marketing and Communication

1. Both COSC and M State may name each other as an institutional partner on their respective websites and in print publications.
2. Each party reserves the right to request and review in advance any information disseminated to the public or students about the articulation agreement.

#### Term

1. This MOU shall be effective upon execution by both parties and shall continue until terminated by either party. Either party may terminate this MOU at any time without liability or obligation to the other party. However, in the event that this MOU is terminated, COSC commits that M State students who are at any stage of their Degree studies and who have been pre-admitted to COSC shall be entitled to pursue transfer to COSC under the articulation protocols established herein.

Came Brimhall  
M State Administrator - Print Name  
  
Signature

CAO  
Title  
8/7/17  
Date

Shirley M. Adams  
Shirley M. Adams, Ph.D. - Provost  
Charter Oak State College

8/29/17  
Date

## Articulated Degree Plan /COSC Health Info Mgt Major

M State		Degree: Associate in Applied Science		Major: Health Information Technology/Coding		
Charter Oak State College		Degree: Bachelor of Science		Major: Health Information Management		
Charter Oak Degree Requirements		Course Options				
Curriculum Requirements	Credit Hours Required	MN State Community and Technical College, Moorhead, MN (M State)	Charter Oak Course Options	Lib Arts	Total Credit	
<b>GENERAL EDUCATION</b>	40			Min 60 Credits	Lib Arts	Total
Literature/Fine Arts	3	ENG2239 Nature Writers		3		
Social/Behavior Science	3	PSYC1200 General Psychology		3		
Ethical Decision Making	3		HCA301 - required	3		
Written Communication	6	ENGL1101, ENGL 1205 OR ENGL1210 OR ENGL1215		6		
Global Understanding	3		HCA350 - required	3		
Mathematics (Statistics Required)	4		MAT105	3		
Non-US History/Culture	3	HIST 1110/1111/1112 or HUM 1110		3		
Oral Communication	3	COMM1120		3		
Natural Science	7	BIOL2260, BIOL2262, BIOL 2261		7		
US History/Government	3	POL51120 American Government		3		
Cornerstone Seminar	3		IDS101 - required	3		40
<b>MAJOR PLAN</b>						
Human Biology/A&P 1	3	BIOL2260				
Anatomy & Physiology	3	BIOL2262				
Medical Terminology	3	HLTH1116				
Financial Accounting	3		ACC101			
Health Care Finance	3		HCA211			
Reimbursement Methodolog	3	HITM2263				
Health Info Serv Mgt/Lead	3	HITM2250		3		
Medical Coding & Billing 1	3	HITM2282				
Medical Coding & Billing 2	3	HITM2216				
Pathophysiology	3	HITM2230				
Human Resource Mgmt	3		HRM310			
Intro to Computer Sci	3	CPTR1104				
Team Leadership	3		MGT450	3		
Health Care Syst/Adm	3	HITM1150				
Prin Health Info Mgmt	3		HIM115			
Ethical Issues Health Care	3		HCA301			
Health Info Systems	3	HITM1152				
Medical Vocab/Classif Syst	3		HIM300			
Electronic Hlth Rec/Exchange	3	HITM2204				
Hlth Care Info Law,Prv,Secur	3	HITM1155				
Health Care Research	3	HITM2253				
Health Care Database Desgn	3		HIM410			
Health Care Statistics	3	HITM2290		3		
Project Management	3		MGT460			
Health Info Mgmt Practicum	3		HIM498			
Capstone	3		HIM499			
					49	109

<b>LIB ARTS ELECTIVES</b>	12	(EXAMPLES)				
		ENGL 2238		3		
		COM 1140		3		
		PSYC 2222		3		
		SOC 1113		3		
					61	121
<b>FREE ELECTIVES</b>						
	3	HITM2283				
	3	HITM2218				
<b>TOTAL REQUIRED HOURS</b>	120					127

Student is subject to all academic and administrative policies in effect at the time of matriculation at Charter Oak State College.  
Grades of 'C-' and below are not accepted as part of the concentration nor Written Communication category.

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