

MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
TRANSFER AGREEMENT
BETWEEN

HENNEPIN TECHNICAL COLLEGE
AND
METROPOLITAN 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 **Hennepin Technical College, 13100 College View Drive, Eden Prairie, MN 55347** (hereinafter sending institution), and **Metropolitan State University, 700 East 7th Street, St. Paul, MN 55106** (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(n)

- Accounting AAS
- Culinary Arts AAS
- Entrepreneurship AAS
- Event and Meeting Management AAS
- Executive Administration Professional AAS
- Greenhouse Management Technician AAS
- Landscape Design and Construction AAS
- Landscape/Horticulture AAS
- Management AAS
- Marketing and Sales AAS
- Medical Administrative Assistant AAS
- Urban Forestry Technician AAS

(hereinafter sending programs), and the receiving institution has established an **Organizational Administration B.A.S.** (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.

Transfer of Credits

- A. The receiving institution will accept **all MnTC/General Education/equivalent credits plus 40 technical credits (55-59 credits)** from the sending program. A total of **65-69 credits** remain to complete the receiving program.
- B. Courses will transfer as described in the attached Program Transfer 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 Transfer Agreement is effective on **07/01/2018** and shall remain in effect until the end date of **07/01/2023** 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 Transfer Agreement will be reviewed by both parties beginning **01/01/2023** (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 TRANSFER TABLE							
	Hennepin Technical College (sending)			Metropolitan State University (receiving)			
Institution	Hennepin Technical College			Metropolitan State University			
Program Name	Award	Credits	CIP		Award	Credits	CIP
Accounting	AAS	60	52.0301	Organizational Administration	BAS	120	52.0206
Culinary Arts	AAS	65	12.0503				
Entrepreneurship	AAS	60	52.0701				
Event and Meeting Management	AAS	60	52.0907				
Executive Administration Professional	AAS	60	52.0401				
Greenhouse Management Technician	AAS	60	01.0604				
Landscape Design and Construction	AAS	72	01.0605				
Landscape/Horticulture	AAS	72	01.0605				
Management	AAS	60	52.0201				
Marketing and Sales	AAS	60	52.1401				
Medical Administrative Assistant	AAS	60	52.0701				
Urban Forestry Technician	AAS	60	03.0508				
Describe program admission requirements (if any)							
Instructions							
<ul style="list-style-type: none"> 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 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. <p style="text-align: center;">(To add rows, place cursor outside of the end of a row and press enter.)</p>							

SECTION A - Minnesota Transfer Curriculum-General Education*

Hennepin Technical College (sending)			Metropolitan State University (receiving)			
course prefix, number and name	Goal(s) ¹	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equip Sub Wav
Minnesota Transfer Curriculum-General Education						
Accounting (15 cr)	1-10	15-19	MnTC Electives	1-10	15-19	
Culinary Arts (15 cr)						
Entrepreneurship (15 cr)						
Event and Meeting Management (15 cr)						
Executive Administration Professional (15 cr)						
Greenhouse Management Technician (15 cr)						
Landscape Design and Construction (15 cr)						
Landscape/Horticulture (15 cr)						
Management (15 cr)						
Marketing and Sales (15 cr)						
Medical Administrative Assistant (19 cr)						
Urban Forestry Technician (15 cr)						
MnTC/General Education Total		15-19				

Special Notes, if any:

The Organizational Administration program requires students take 6 Foundation courses; each of these foundation courses (listed below) has an equivalent course you can take at HTC that will satisfy the requirement. If you have choices in your AAS program where you can take any of the following course(s), please do so since these courses are required for your major:

- MIS 100 Fundamentals of IT in Organizations – HTC equivalent course is CCIS 1080
- MATH 115 College Algebra (or higher) – HTC equivalent course is MATH 2200 (MnTC Goal 4)
- ECON 201 Macroeconomics – HTC equivalent course is ECON 2300 (MnTC Goals 5 and 8)
- ECON 202 Microeconomics – HTC equivalent is ECON 2200-(MnTC Goals 5 and 9)
- STAT 201 Statistics I – HTC equivalent is MATH 2150 (MnTC Goal 4)
- ACCT 210 Financial Accounting – HTC equivalent is ACCT 2155

SECTION B – Hennepin Technical College 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)

Program / Equivalent Course(s)	Total Acceptable Section B Cr	The Organizational Administration program accepts	
Accounting (45 credits)* • ACCT 2155 (4cr) is equivalent to Metro ACCT 210 1 Non-acceptable credit**	44	• all program equivalent courses (listed in the first column with a bullet) plus • up to an additional 40 technical credits towards the B.A.S. *The number in parenthesis is the total Section B credits before application of the formula to determine acceptable credits (Special Notes section) ** To determine the number of non-acceptable credits, the formula found in the Special Notes (below) was used.	(41-57) 40-45
Culinary Arts (50 credits) 10 Non-acceptable credits**	40		
Entrepreneurship (45 credits) • BUSN 2055 (4) is equivalent to Metro MGMT 310 • BUSN 2005 (4) is equivalent to Metro MKTG 300	45		
Event and Meeting Management (45 credits) • BUSN 2055 (4) s equivalent to Metro MGMT 310 • BUSN 2005 (4) is equivalent to Metro MKTG 300	45		
Executive Administration Professional (45 credits) 5 Non-acceptable credits**	40		
Greenhouse Management Technician (45 credits) 5 Non-acceptable credits**	40		

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

Landscape Design and Construction (57 credits) 17 Non-acceptable credits**	40			
Landscape/Horticulture (57 credits) 17 Non-acceptable credits**	40			
Management (45 credits) • BUSN 2055 (4) is equivalent to Metro MGMT 310 • BUSN 2005 (4) is equivalent to Metro MKTG 300 • ACCT 2155 (4) is equivalent to Metro ACT 210	45			
Marketing and Sales (45 credits) • BUSN 2055 (4) is equivalent to Metro MGMT 310 • BUSN 2005 (4) is equivalent to Metro MKTG 300	45			
Medical Administrative Assistant (41 credits) 5 Non-acceptable credits**	40			
Urban Forestry Technician (45 credits) 5 Non-acceptable credits**	40			
Restricted elective credits - list courses (if none enter 0)	0		0	
Unrestricted elective credits (if none enter 0)	0	College's unrestricted elective credits accepted in transfer (if none enter 0)	0	
Major, Emphasis, Unrestricted Electives Total Acceptable Credits for the BAS	(41-57) 40-45	Total Acceptable College Credits Applied (sum of sections A and B)	55-59	

Special Notes, if any:

*Credits that are not accepted into the Organizational Administration BAS (called Non-acceptable Credits) are calculated by following this formula:

- ❖ To find the Total Section B Credits:
 - **Total Program Credits (minus) MnTC credits (from Section A)**
- ❖ To find the number of credits not accepted into the BAS (called Non-acceptable Credits):
 - **Total Section B Credits (minus) Equivalent Credits (designated by a bullet above) (minus) up to 40 Technical Credits**
- ❖ To find the number of non-MnTC credits that will be accepted into the BAS:
 - **Total Section B Credits (minus) Non-acceptable Credits**
- ❖ To find the total number of credits from you AAS program that will be accepted into the BAS program:
 - **Add the MnTC credits for the program (Section A) to the number of non MnTC credits that will be accepted into the BAS (Section B)**

The Organizational Administration program requires students take 5 Business Core courses; 2 of these courses (listed below) have an equivalent course you can take at HTC that will satisfy the requirement. If you have the equivalent course in your AAS program or if you have technical elective choices in your program where you could take any of the following course(s), consider taking the course(s). If you do, you will want to take more courses at the upper-division (UD) level to satisfy the 40 UD credit requirement for a bachelor's degree. At a minimum, a student will need 10 four-credit courses at the 300 or higher level.

- MGMT 310 Management Principles and Practices – HTC equivalent is BUSN 2055
- MKTG 300 Marketing Principles – HTC equivalent is BUSN 2005

SECTION C - Remaining Metropolitan State University (receiving) Requirements¹
 (based on students taking the "recommended" courses, if any, in Sections A and B)

	course prefix, number and name	Credits
	Complete GELS (General Education-GE/Liberal Studies-LS) ^{2,3} — must complete at least 48 credits:	29-33
	<ul style="list-style-type: none"> • MnTC (from Section A) = 15-19 credits • 29-33 credits remain, which must include the following courses only if the equivalent course was not taken at HTC:: o MATH 115 College Algebra* o STAT 201 Statistics I* o ECON 201 Macroeconomics o ECON 202 Microeconomics** 	
	Completion of the Racial Issues Graduation Requirement ⁴	
	<u>Note:</u> The number here are estimates; the actual number depends on the individual student and his/her course selections. Please work with your advisor to satisfy the minimum credit AND course requirements for a bachelor's degree.	
	MIS 100 Fundamentals of IT in Organizations	0-4
	ACCT 210 Financial Accounting	0-4
	DSCI 434 Introduction to Operations Management	4
	FIN 390 Principles of Finance	4
	MGMT 310 Management Principles and Practices	0-4
	MIS 310 Principles of MIS	4
	MKTG 300 Marketing Principles	0-4
	Major Elective—upper-division credit	4
	MGMT 499 Case Studies in Strategic Management Or ENTR 490 Challenges and Choices in Entrepreneurship and Innovation	4
	University unrestricted elective credits not counted elsewhere (if none enter 0)	0-11
	Total Remaining University Credits²	65-69
Special Notes, if any:		

SECTION D - Summary of Total Program Credits

Hennepin Technical College (sending) Credits		Metropolitan State University (receiving) Requirements	
MnTC/General Education	15-19		
Major, Emphasis, Unrestricted Electives, or Other Credits	41-57		
Total College Credits	60-72	Total Acceptable College Credits Applied to BAS	55-59
		Remaining credit to be taken at the university (receiving institution)	65-69
		Total Program Credits	120-128

Special Notes, if any:

¹At 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, the course will not count toward the 40 required credits of upper division.

In addition, some courses in your program of study may require additional prerequisites.

²GELS Requirement: To meet the university's General Education and Liberal Studies (GELS) requirement, students must:




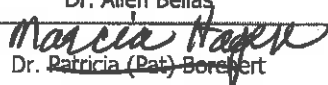


- Complete 48 unduplicated GELS credits
 - Minnesota Transfer Curriculum (MnTC) for 40 credits, and
 - Eight (8) upper-division semester credits (300-level or higher) to fulfill the university's Liberal Studies requirement.
- Students who have completed the Minnesota Transfer Curriculum (MnTC) and Liberal Studies requirements may still need additional credits to bring the total to 48 unduplicated credits.

The actual number of credits needed to complete the MnTC depends upon:

- The number of required General Education/MnTC credits in your program at the community/technical college (listed in Section A)
 - A college's distribution requirements within the MnTC—all MinnState institutions require 40 credits in 10 Goal Areas, but colleges have different requirements as to how the credits are distributed within the goal areas—e.g., Metro State requires two writing courses for Goal 1 (6 credits), the sending institution may require two writing courses plus a communications course (9 credits) in Goal 1.
 - When MnTC electives are listed (i.e., no specific course is named), the number of goal areas a course meets will determine the number of courses you may need to take to fulfill MnTC requirements—i.e., it's better to choose courses meeting more than one goal area.
 - May need to include upper-division credits in order to fulfill the 40 credit upper-division requirement for graduation.
- Consult an academic advisor (at either the sending or receiving institution) to plan the completion of the MnTC requirement.

³Liberal Studies: All students must complete eight (8) upper-division semester credits (300-level or higher) from the approved GELS Course List. Liberal Studies courses may overlap with one or two goal areas.

⁴RIGR Requirement: Metropolitan State University's Racial Issues Graduation Requirement (RIGR) becomes effective for all new undergraduate students admitted Fall 2016 or later. The requirement is at least one learning experience (minimum of 3 credits) with significant focus on race and racism. Approved "racial issues" courses or other learning experiences are designated in the online class schedule and can overlap with any other requirement for graduation, including General Education/Minnesota Transfer Curriculum (MnTC) requirements, Liberal Studies requirements, major requirements and electives. Upon review, an approved prior learning, independent study, theory seminar or transfer course from other accredited institutions may also be used to meet this graduation requirement.

Hennepin Technical College	Name	Signature	Date
Chief Academic Officer	Jeffrey Parks		8-29-18
Program Dean/Faculty (if required by College)			
Metropolitan State University	Name	Signature	Date
Chief Academic Officer	Dr. Amy Gort		9/26/18
Dean	Dr. Allen Bellas		9/25/18
Dept. Chair/Faculty	 Dr. Patricia (Pat) Borekert		9/25/18
DARS Encoder	Amber Eisen Sanchez		8/14/18
Date when equivalencies were encoded in DARS by the receiving MinnState institution.			