

**An Agreement for Institutional Cooperation Between
Southwest Minnesota State University (SMSU)
and Minnesota State Community and Technical College (MSCTC)
at Detroit Lakes, MN and Wadena, MN
to Articulate the Transfer of
MSCTC's Associate in Applied Science (A.A.S.) Degree into
SMSU's Bachelor of Applied Science Degree in Management (BASM)**

Sending Institution: **Minnesota State Community and Technical College – Detroit Lakes and Wadena**

Receiving Institution: **Southwest Minnesota State University**

Statement of Purpose:

This agreement is entered into by Southwest Minnesota State University (SMSU) and Minnesota State Community and Technical College (MSCTC) – Detroit Lakes and Wadena. 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 appendices shall describe the required program of study at MSCTC for admission eligibility to SMSU's Bachelor of Applied Science in Management (BASM) program. The agreement and appendices identify 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 from Minnesota State 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 SMSU students.

Successful completion of the following MSCTC degree will be the basis for articulation into SMSU's Bachelor of Applied Science in Management (BASM) Degree:

Associate in Applied Science (A.A.S.) Degree: A.A.S. students will transfer the first two years to an articulated Bachelor of Applied Science (B.A.S.) degree program. The completion of the A.A.S. degree requirements will be determined upon evaluation of the student's official transcript.

All applicants accepted for SMSU's BASM Degree program must fulfill the graduation requirements of the chosen degree of the granting institution as identified in Appendix A.

Joint Admission Option:

Students may be admitted to both institutions simultaneously.

1. With joint admissions, students receive a place in Southwest Minnesota State University upon transfer from Minnesota State Community and Technical College if they meet the requirements listed in Appendix A.
2. Students may also:
 - o Concurrently enroll in courses at both institutions.
 - o 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:

1. Each institution will jointly offer sponsored courses when appropriate.
2. Tuition and fees will be paid to the institution from which the student takes a course as specified in the appendices.
3. Upon student request, and with the consent of an SMSU or MSCTC advisor, each institution will forward to the other, official copies of transcripts to the relevant Registration Office(s), at no charge to a student actively participating in the jointly articulated program.
4. Both institutions will work together to develop counseling, advising, transcription, registration and financial aid procedures to facilitate concurrent enrollment of students.
5. 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 revised agreement becomes effective on June 18, 2007 and remains in effect until terminated or amended by either party with prior written notice.

Sending Institution: Minnesota State Community and Technical College

Receiving Institution: Southwest Minnesota State University

A. Valentini 6/14/07
President Date

J.P. Danek 7/5/07
President Date

Bary J. Love 6/13/07
Chief Academic Officer Date

B. W. Kenby 7/2/07
Chief Academic Officer Date

[Signature] 6-13-07
Dean or Designee Date

[Signature] 6/27/07
Dean or Designee Date

[Signature] 6/13/07
Department Faculty Member Date

[Signature] 6/25/07
Department Faculty Member Date

Appendix A

Joint Agreement for Articulating MSCTC's A.A.S. Degree for Transfer into SMSU's B.A.S. Degree in Management

This agreement includes specific requirements for admission into a program. In particular, this Appendix outlines baccalaureate requirements and indicates how an A.A.S. Degree at MSCTC can be used to partially meet SMSU's BASM program requirements. The items below also specify general education, major, and graduation requirements for the B.A.S. Degree.

Requirements for the Completion of SMSU's Bachelor of Applied Science (B.A.S.), with a Major in Management (BASM)

Completion of SMSU's Bachelor of Applied Science (BASM) Degree Requires:

1. Successful completion of SMSU's Graduation Requirements described below.
2. Successful completion of:
 - A minimum of 42 Semester Credit Hours (SCH) at SMSU or an accredited four-year institution.
 - A minimum of 30 SCH earned from SMSU
 - SMSU's LAC requirements or the Minnesota Transfer Curriculum.
 - A minimum of 40 SCH at the 300- and/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 SMSU.
3. Further requirements which apply to academic credentials at the time of matriculation at SMSU:
 - A.A.S. Degree
 - 1) Earn an A.A.S. degree at an accredited community, technical college or four-year college/university.
 - 2) Take an additional minimum of 64 SCH beyond the A.A.S. Degree.
 - 3) Complete SMSU's Liberal Arts Core (LAC) or the Minnesota Transfer Curriculum
 - The following limitations also apply:
 - 1) No more than 6 SCH of courses numbered 050-099 and no SCH courses numbered 001-049 shall be counted toward graduation.
 - 2) No more than 10 SCH of credit/no credit (CR/NC) courses outside the major shall be counted toward graduation.

B.A.S. Degree General Information

1. Each student enrolled SMSU's BASM degree program will receive a two part evaluation of his/her transfer credits:
 - o An evaluation of credits earned towards SMSU's LAC or the MTC.
 - o An evaluation of credits earned towards the Management Major requirements.
2. A student seeking a BASM is required to successfully complete the SMSU graduation requirements:
 - o Capstone course – as designated for the major.
 - o Wellness and Health course requirements (see *courses listed in SMSU Online catalog*), and a Regional Studies course (see *SMSU Online catalog*).

Additional Conditions for the Completion of Management Major for the B.A.S. Degree (42 semester hours)

1. Normally, Minnesota State Community and Technical College students who have completed their Associate of Applied Science degree (A.A.S.) will be formally admitted to the Bachelor of Applied Science degree program with a Management major.
2. Southwest Minnesota 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, and a minimum of 40 semester credits at the 300- and/or 400-level.
3. To facilitate completion of BASM requirements, SMSU will accept certain courses in the major from MSCTC as shown in the following table as four-year credits. The course equivalency totals 18 credits of the basic requirements of the major. See item 1 in **Requirements for the Bachelor of Applied Science - Management Major** below.
4. The SMSU requirements for Regional Studies and Wellness are addressed above.

SMSU COURSES

ACCT 211 Principles of Accounting I
ACCT 212 Principles of Accounting II
BADM 280 Computer Concepts & Apps
BADM 230 Business Statistics
ECON 201 Principles of Microeconomics
ECON 202 Principles of Macroeconomics

MSCTC EQUIVALENTS

ACCT 2212 Financial Accounting II
ACCT 2213 Managerial Accounting
One of options A, B, C, D below
MATH 1213 Intro to Statistics
ECON 2222 Introduction to Microeconomics
ECON 2210 Introduction to Macroeconomics

Option A: ACCT 1124 Spreadsheet Applications

Option B: CPTR 1104 Intro to Computer Technology, AND

CPTR 1106 Microcomputer Databases

Option C: CPTR 1104 Intro to Computer Technology, AND

CSEC 1104 PC Hardware and Software

Option D: CPTR 1104 Intro to Computer Technology, AND

INTD 1122: Databases on the Server

Requirements for the Bachelor of Applied Science - Management Major:

1. If any course deemed to be an equivalent course in the above list of SMSU courses (Category A as described in the SMSU catalog) has already been taken as a required part of the A.A.S. Degree, a course from the Management major elective category must be substituted. The purpose of this requirement is to ensure that the transfer student will take a minimum of 42 new semester credit hours within the Management Major as part of the B.A.S. Degree.
2. Total of all categories in the major must be 42 SCH.
3. Completion of the BASM Degree at SMSU requires students to take a minimum of 40 semester credits at the 300- and/or 400-level. There are 27 credits of 300- and 400-level courses associated with the completion of the Management Major and the Regional Studies requirements. A BASM student must take a minimum additional 13 elective semester credits, from any discipline, to ensure that the 40-credit minimum requirement in upper-division courses is met.
4. Before entering the B.A.S. in Management Major, students would be expected to meet the following GPA requirements:
 - 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 18 credits of the Minnesota Transfer Curriculum or within 18 credits of the SMSU LAC.
 - b. In item "a" above, courses that do not fall within either the LAC or the Minnesota Transfer Curriculum cannot be used to determine the minimum GPA for admission into the major.
5. A grade point average of 2.5 is a graduation requirement for courses comprising the 42 credits of the management major.
6. The student and his/her academic advisor shall decide on the actual elective courses to take (if needed).

SMSU Bachelor of Applied Science: Management Major

Basic Business Courses (Category A) (18 semester credits)*

ACCT 2212 Financial Accounting II
ACCT 2213 Managerial Accounting
One of options A, B, C, or D (see above)
MATH 1213 Intro to Statistics
ECON 2222 Introduction to Microeconomics
ECON 2210 Introduction to Macroeconomics

*If a course from Category A is taken to complete the requirements of an A.A.S. Degree, then an additional course must be taken from Category C below to ensure that the BAS - Management Major has 42 additional credits beyond the two-year transfer degree.

Upper Division Courses (Category B) (21 semester credits)

BADM 350 Managerial Finance
BADM 380 Managerial Principles
BADM 383 Organizational Behavior
BADM 390 Business Law I
BADM 425 Human Resource Management
BADM 490 Business Policy (capstone)
MKTG 301 Marketing Principles
BADM 495 Senior Exam

Elective Business Courses (Category C) (minimum of 3 semester credits)
(See *note under Category A to determine # of credits required for Category C)

BADM 320 Insurance and Risk Management
BADM 352 Analyzing Financial Statements
BADM 384 Interpersonal Skills in Organizations
BADM 385 Supervisory Management
BADM 391 Business Law II
BADM 411 Management Information Systems
BADM 480 Production and Operations Management
MKTG 321 Retail Management
MKTG 381 Advertising Management
BADM 420 Diversity Management
BADM 424 Leadership and Team Management
BADM 3XX Another 300+ level Course Approved by SMSU BPA Dept.

Total of Management Major Credits = 18 + 21 + 3 = 42 semester credits

Additional SMSU Graduation Requirements for the B.A.S. Degree:

- Minimum of 40 Semester Credits at the 300- and/or 400-level
- Health & Wellness Requirement (2 + 1 = 3 credits; See SMSU Online Catalog)
- Regional Studies Requirement (See SMSU Online Catalog; BASM students can choose to take a 300+ level course in regional studies in partial fulfillment of the minimum credit length requirements for upper division courses)
- Capstone Course (Requirement met by taking BADM 490)
- Final approval of a student's degree program shall rest with the student's advisor and/or the Department of Business and Public Affairs.

Appendix B

Terms of the Memorandum of Understanding

Minnesota State Community and Technical College students, both present and past, seeking admission to Southwest Minnesota State University are required to satisfy all admission requirements as described in the SMSU undergraduate catalog.

- Students entering SMSU's baccalaureate degree programs are required to satisfy all course requirements in the major as articulated in the SMSU undergraduate catalog.
- The academic calendars for MSCTC and SMSU are likely to closely correspond but not be identical. For purposes of scheduling and offering SMSU courses, any conflict will be resolved by following the SMSU calendar.
- The plan for delivery of required courses by both SMSU and MSCTC will be developed prior to offering courses. If a scheduling conflict or any other problem should occur, SMSU will strive to alleviate the concern. Nevertheless, SMSU is responsible for the scheduling of SMSU Business courses on a cycle acceptable to meet students' needs.
- SMSU will be responsible for hiring all faculty for all courses serving the MSCTC students in SMSU's BASM degree program. Normally, SMSU Business faculty or approved SMSU adjunct faculty will staff all of the courses.
- When it is appropriate, Minnesota State Community and Technical College will furnish the following:
 - If needed, classrooms outfitted with normal audiovisual equipment.
 - Technical support for Online and/or ITV courses.
 - Office space and telephone access for the BASM coordinator at MSCTC.
 - Student access to microcomputers for student use in courses requiring them.
 - Library facilities.
 - At no cost to the student, an official transcript sent to SMSU Registrar each semester the student is enrolled in major courses completed after Associate's degree or diploma.
- Minnesota State Community and Technical College will generally have the services of an SMSU Program Coordinator on a part-time basis. The coordinator's coverage schedule will be posted at the coordinator's office.
- The Chair of SMSU's Business and Public Affairs (BPA) Department, or a faculty designee from the BPA Department, in cooperation with SMSU's Dean of Distance Learning, will be responsible for administering the academic requirements of the BASM program that SMSU is offering at MSCTC -- Detroit Lakes and Wadena.
- Southwest Minnesota State University will be responsible for offering sufficient credits of major course work to allow students in the program to complete the BAS in Management Degree, within three years. With approval from a SMSU Business advisor, courses may be taken from other universities.
- Courses will primarily be offered online. When necessary, other delivery formats such as evening courses, courses offered by interactive television, or concentrated weekend courses. SMSU and MSCTC will cooperate to determine the course schedule that best serves the needs of the students in this program.