

**Memorandum of Understanding  
Between Dakota County Technical College (DCTC) and  
Southwest Minnesota State University (SMSU)  
to Establish an Articulation Agreement  
for Transfer of DCTC's Associate in Science Degree  
to SMSU's Bachelor of Science Degree  
in Business Administration**

**Statement of Purpose**

Southwest Minnesota State University (SMSU) and Dakota County Technical College (DCTC) 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 Dakota County Technical College for admission eligibility to Southwest Minnesota State University in the Bachelor of Science (B.S.) 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 A.S. degrees from Dakota County Technical College, shall be eligible for credit evaluation under the terms of this agreement. Program specific requirements are listed and defined in Appendix A.

Transfer students will be accorded the same standards and criteria for admission to a major degree sequence as Southwest Minnesota State University students.

Successful completion of the following DCTC degree will be the basis for articulation into SMSU's Bachelor of Science in Business Administration Degree:

- **Associate in Science (A.S.) Degree.** A.S. students will transfer the first two years to an articulated Bachelor of Science degree program. The completion of the A.S. 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).

All applicants accepted for the Bachelor of Science degree program must fulfill the graduation requirements of the granting institution as identified in Appendix A in order to complete the B.S. in Business Administration (BADM) degree.

**Joint Admission Option**

Students could be admitted to both institutions simultaneously. This option will be determined by a separate agreement reached by the two institutions named in this document.

- With joint admissions, students receive a place in SMSU's currently-approved B.S. in BADM degree program upon transfer from DCTC's A.S. degree programs if they meet the requirements listed in 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. Specific practices are shown in Appendix B. In addition:

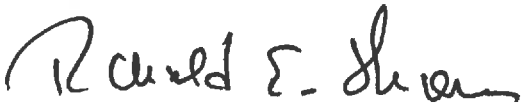


- Each institution will jointly offer sponsored courses when appropriate.
- Tuition and fees will be paid to the institution from which the student takes a course.
- Upon student request, each institution will forward to the other copies of transcripts for students in the program.
- Both institutions 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.

**Articulation Implementation and Agreement Review**

The Chief Academic Officer/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 agreement becomes effective on August 15, 2005 and will be reviewed before May 31, 2007 for renewal discussion.




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President – Dakota County Technical College



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Date



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President – Southwest Minnesota State University



\_\_\_\_\_  
Date



**Articulation Agreement for Transfer of the A.S. Degree  
Earned at Dakota County Technical College (DCTC) to the B.S. Degree in Business Administration  
Offered by Southwest Minnesota State University (SMSU)**

**Pre-Business and Lower Division Course Work**

SMSU will not offer the pre-Business requirements or lower division major requirements to students at Dakota County Technical College. SMSU expects that students will complete these courses at Dakota County Technical College, whether they have already completed the Associate degree or not. Specifically, those courses are:

**SMSU COURSES**

**DCTC EQUIVALENTS**

ENGL 102 Rhetoric: The Essay	ENGL 1100 Writing and Research Skills
ENGL 103 Rhetoric: Critical Writing	ENGL 1200 Technical Writing
SPCH 110 Fundamentals of Public Speaking	SPEE 1020 Interpersonal Communications
MATH 115 Finite Math	MATS 1300 College Algebra
ACCT 211 Principles of Accounting I	ACCT 1000 Principles of Accounting I
ACCT 212 Principles of Accounting II	ACCT 1003 Principles of Accounting II
BADM 280 Business Data Processing	COML 1400 Introduction to Computers
BADM 230 Business Statistics	MATS 1250 Principles of Stats Analysis
ECON 201 Principles of Microeconomics	ECON 1100 Principles of Microeconomics
ECON 202 Principles of Macroeconomics	ECON 1102 Principles of Macroeconomics

The above listed courses must be offered on a delivery cycle to coordinate with the schedule of SMSU's upper division BADM major courses for DCTC students. A schedule of this plan should be available prior to the beginning of the new cycle.

SMSU requires that recipients of a Bachelor of Science degree complete a minimum of 64 semester credits at a four-year institution. To satisfy this requirement, in part, for B.S. participants, SMSU will accept ACCT 1000, ACCT 1003, COML 1400, MATS 1250, ECON-Microeconomics 1100, ECON-Macroeconomics 1102 (a total of 18 semester credits) from Dakota County Technical College, along with a 3 credit Wellness requirement (for a maximum of 21 SCH), as a part of those 64 credits. No other courses will be considered as a part of the 64 semester credits. The four pre-Business classes (ENGL 1100, ENGL 1200, SPEE 1020, MATS 1300) are not recognized as four-year credits.

**Completion of B.S. Degree requires:**

- A minimum of 128 semester credit hours (SCH).
- A minimum of 64 SCH from SMSU or other accredited 4-year institutions.
- A minimum of 32 SCH out of the last 64 SCH from SMSU or another State University under the Common Market Program.
- A minimum of 27 SCH at the 300 or 400 level.
- The requirements for an approved major, 14 SCH of which must be taken at SMSU.
- The SMSU Core Curriculum requirements.
- All coursework with a cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at SMSU.
- Successful completion of the SMSU Graduation requirements for the Bachelor of Science degree.
- The following limitations also apply:
  - No more than 6 SCH of courses numbered 050-099 (or DCTC equivalent) and no SCH courses numbered 001-049 (or DCTC equivalent) 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**

Dakota County 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 Business Administration/Management degree are required to satisfy all course requirements in the major as articulated in the SMSU undergraduate catalog.
- The academic calendars for DCTC and SMSU are likely to closely correspond but not be identical. For purposes of scheduling and offering classes, any conflict will be resolved by following the SMSU calendar.
- The plan for delivery of required courses by both SMSU and DCTC 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 the students needs.
- SMSU will be responsible for hiring all faculty for all Business courses serving the Dakota County Technical College B.S. degree program. Normally, SMSU Business faculty or approved SMSU adjunct faculty will staff all of the courses.
- Dakota County Technical College will furnish the following:
  - Classrooms as needed for the classes offered.
  - Technical support for all ITV classes.
  - Office space for coordinator.
  - Ordinary audiovisual equipment for classroom use.
  - Office space for use by adjunct faculty.
  - Telephone for the program coordinator with access to state tie lines.
  - 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.
- Dakota County Technical College will generally have the services of an SMSU Program Coordinator on a part-time basis. The coordinator will rotate the coverage schedule and it will be posted at the coordinator's office.
- For Southwest Minnesota State University, the Assistant to Dean/Distance Learning, with final approval from the SMSU Business faculty, will be responsible for the Business program at Dakota County Technical College.
- Southwest Minnesota State University will be responsible for offering sufficient credits of major course work to allow students in the program to complete the SMSU Bachelor of Science major in Business Administration, Management concentration, within three years. With approval from a SMSU Business advisor, courses may be taken from other universities.
- Courses may be offered evenings, days or weekends, or online.





**SMSU Bachelor of Science  
Business Administration**

**Entrance Requirements Met** \_\_\_\_\_

**Pre-Business requirements**                      **12 semester credits**

**Business Core Courses**                      **36 semester credits**

- ACCT 1000 Principles of Accounting I
- ACCT 1003 Principles of Accounting II
- COML 1400 Introduction to Computers
- MATS 1250 Principles of Stats Analysis
- BADM 350 Managerial Finance
- BADM 380 Managerial Principles
- BADM 390 Business Law I
- BADM 480 Production & Operations Management
- BADM 490 Business Policy (capstone)
- MKTG 301 Marketing Principles
- ECON 1100 Principles of Microeconomics
- ECON 1102 Principles of Macroeconomics
- BADM 495 Senior Exam

**Restricted Business Electives**                      **9 semester credits**

Three related upper level Business Administration courses chosen from a list approved by the Department of Business Administration and approved by advisor.

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**Interdisciplinary Studies**                      **6 semester credits**

- International Business & Economics or  
Other international course approved by the Department of Business Administration.
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One non-business course from a list approved by the Department of Business Administration.  
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**Total of Business Administration Major Credits = 36 + 9 + 6 = 51 semester credits**

**Graduation Requirements:**

- Health & Wellness Requirement (2+ 1 = 3 credits; See SMSU Catalog)
- Regional Studies Requirement (See SMSU Catalog)
- Capstone Course (Requirement met by taking BADM 490)

