

## **PROGRAM TO PROGRAM ARTICULATION AGREEMENT**

Agreement with Respect to Applying the  
**MEDICAL SECRETARY/TRANSCRIPTIONIST**  
**Associate of Applied Science Degree Program**  
Towards the  
**HEALTH INFORMATION ADMINISTRATION**  
**Bachelor of Science Degree Program**

Between  
**MITCHELL TECHNICAL INSTITUTE**  
and  
**DAKOTA STATE UNIVERSITY**

---

### **I. Parties**

The parties to this agreement are Mitchell Technical Institute (MTI) and Dakota State University (DSU).

### **II. Purpose**

The purpose of this agreement is to:

- A. have a signed articulation agreement that addresses the varying needs of students and complimentary nature of the institutions' programs;
- B. provide increased educational opportunities for students from South Dakota and the region;
- C. extend and clarify educational opportunities for students;
- D. provide MTI students who have completed the A.A.S. degree in Medical Secretary/Transcriptionist an opportunity to earn a Bachelor of Science degree with a major in Health Information Administration.

### **III. Academic Program**

- A. Upon successful completion of the major requirements specified in III.B below, DSU will accept **10** technical course credits from the A.A.S. degree in Medical Secretary/Transcriptionist for students majoring in Health Information Administration. Students must successfully complete the A.A.S. degree in Medical Secretary/Transcriptionist from MTI prior to transferring to DSU for the technical course credits to be accepted. General Education coursework is in addition to the 10 technical course credits. Students must meet all Board of Regents policies and university graduation requirements in order to receive a degree.
- B. In order to earn a Bachelor of Science degree with a major in Health Information Administration from DSU, graduates in the Medical

Secretary/Transcriptionist A.A.S. degree program at MTI must complete the requirements outlined below.

Major Requirements: 52 credits

HIM	150	Intro to HIM (3 credits)
HIM	160	Health Care Coding Systems (3 credits)
HIM	170	Legal Aspects of HIM (3 credits)
HIM	250	Alternative Site HIM (2 credits)
HIM	252	Basic Foundations of HDS (3 credits)
HIM	260	Fundamentals of Human Diseases (5)
HIM	262	Adv. Coding & Reimbursement (4 credits)
HIM	265	Mgmt of QF of HIM (4 credits)
HIM	285	Supervised Prof. Practice (2 credits)
HIM	286	Supervised Prof. Practice (1 credit)
HIM	287	Supervised Prof. Practice (3 credits)
HIM	360	Mgmt of Hlth Info Centers I (3 credits)
HM	361	Mgmt of Hlth Info Centers II (3 credits)
HIM	443	Current Trends in Hlth Care Delivery (3 credits)
HIM	444	Adv. Health Resources Mgmt (3 credits)
HIM	450	Research and Seminar in HIA (3 credits)
HIM	485	Hlth Info Admin. Supervised Professional Practice (4 credits)

Required Support Courses: 23 credits

ACCT	210	Prin. Of Accounting I* (3 credits)
BADM	220	Business Statistics (3 credits)
BADM	360	Organization & Management (3 credits)
BADM	460	Human Resources Management (3 credits)
BIOL	323	Human Anatomy and Physiology (4 credits)
CIS	325	Management Information Systems (3 credits)
CSC	206	Computer Applications: Access (1 credit)
OED	344	Business Communications (3 credits)

\*Students may validate this course by taking a CLEP examination and achieving the minimum score designated by the BOR CLEP policy.

General Education/Institutional Graduation Requirement Courses: 41 credits

1. Must include MATH 102 College Algebra (3 credits)
2. Must include BIOL 151/151L General Biology and Lab (4 credits)
3. 34 remaining credits must meet System General Education requirements, Institutional Graduation requirements, Globalization requirement and Writing Intensive requirement and be selected from the approved list of courses specified in BOR policy 2:7. To fulfill the System General Education Requirements, all students must pass the System Information Literacy Examination. MTI graduates must take the examination the semester after which they complete the Regental System General Education Requirements in written and oral communication but no later than the third semester of enrollment at the university.

Electives: 2 credits

**Total number of credits at Dakota State University: 118 credits**  
**Transfer credits from MTI: 10 credits\***  
**Total credits required: 128**

\*Transferable general education course credits can be completed at MTI.

Additional requirements:

1. Students transferring from Mitchell Technical Institute must have a cumulative GPA of "C" (2.0 on a 4.0 scale) and no course grade below a "C" (2.0 on a 4.0 scale).
2. In accordance with BOR policy 2:28, students must demonstrate satisfactory performance in writing, mathematics, reading and science reasoning as evidenced by receiving a passing score on all sections of the Collegiate Assessment of Academic Proficiency (CAAP) exam. In accordance with the Regental policy, students must sit for the exam during the semester in which they have completed 48 passed credit hours and must have completed a specified 18 credit hours of general education courses. To meet these requirements, the MTI graduates must enroll in and pass the specified 18 credit hours of general education courses during the first two semesters of attendance at DSU.

#### **IV. Obligations**

Both parties agree to confer with each other on a yearly basis regarding changes in curricula involved in this articulation agreement.

#### **V. Modification**

This agreement may be modified from time to time by the South Dakota Board of Regents and Mitchell Technical Institute with approval by the South Dakota Board of Education. Modifications may not diminish the entitlements enjoyed by students who have already attended classes delivered under the terms of earlier versions of the agreement, except in rare instances in which retroactive implementation of modifications may be required to comply with accreditation standards or to conform to professional licensure requirements.

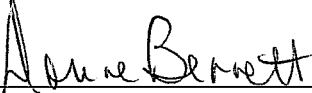
#### **VI. Incorporation of terms in master agreement.**

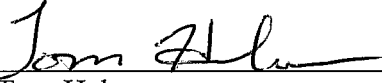
The parties have entered into the present agreement pursuant to the agreement of January 25, 2005, between the Mitchell Board of Education on behalf of Mitchell Technical Institute and the South Dakota Board of Regents on behalf of Black Hills State University, Dakota State University, Northern State University, the South Dakota School of Mines and Technology, South Dakota State University and the University of South Dakota. This agreement shall be subject to all terms and conditions stated in the January 25, 2005 agreement.

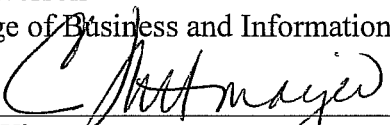
**VII. Effective Date of Agreement:** Start Date of the Fall 2005 Term at MTI and DSU. The agreement applies to students who graduated from MTI in 2000 and subsequent years.

**VIII. Acceptance of Agreement:**

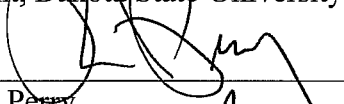
**For Dakota State University:**

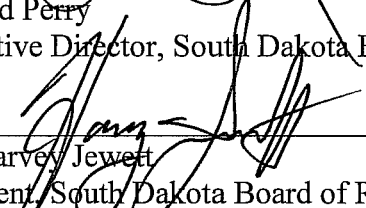
  
 \_\_\_\_\_ Date: 4-13-05  
 Ms. Dorine Bennett  
 Director, Health Information Management Program

  
 \_\_\_\_\_ Date: 4/5/2005  
 Dr. Tom Halverson  
 Dean, College of Business and Information Systems


  
 \_\_\_\_\_ Date: 4/3/05  
 Dr. Cecelia Wittmayer  
 Vice President for Academic Affairs

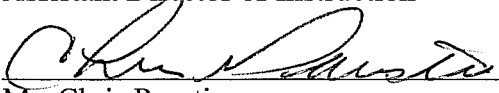
  
 \_\_\_\_\_ Date: 4/13/05  
 Dr. Douglas Knowlton  
 President, Dakota State University

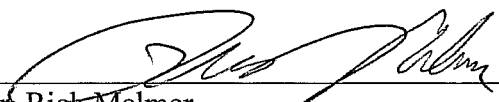
  
 \_\_\_\_\_ Date: 4/21/05  
 Dr. Tad Perry  
 Executive Director, South Dakota Board of Regents

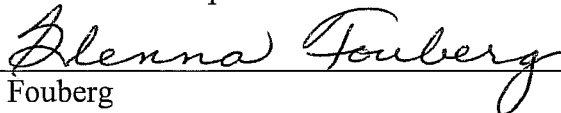
  
 \_\_\_\_\_ Date: 4/21/05  
 Mr. Harvey Jewett  
 President, South Dakota Board of Regents

**For Mitchell Technical Institute:**

  
 \_\_\_\_\_ Date: 5-2-05  
 Ms. Vicki Wiese  
 Assistant Director of Instruction

  
 \_\_\_\_\_ Date: 5-2-05  
 Mr. Chris Paustian  
 Director, Mitchell Technical Institute

  
\_\_\_\_\_  
Date: 6/20/05  
Dr. Rick Melmer  
Secretary, South Dakota Department of Education

  
\_\_\_\_\_  
Date: 6/20/05  
Ms. Glenna Foberg  
President, South Dakota Board of Education