

MEMORANDUM OF UNDERSTANDING

Program Articulation

*by and
between*

Springfield Technical Community College
1 Armory Square
PO Box 9000
Springfield, MA 01102-9000

and

Charter Oak State College
55 Paul J. Manafort Drive
New Britain, CT 06053

This Memorandum of Understanding ("MOU") is subscribed to by Springfield Technical Community College ("STCC") and Charter Oak State College ("COSC") for the purpose of establishing a credit transfer protocol for students completing the Associate Degree in Health Information Technology and the Medical Billing and Coding Certificate at STCC who desire to transfer into an upper division degree program at Charter Oak State College ("COSC").

Articulation Criteria

1. Any STCC Student will be admitted to COSC subject to the following terms and conditions:
 - a. The STCC Student must have completed his/her work at STCC in good academic, behavioral/disciplinary and financial standing.
 - b. Only courses which were applicable toward a degree program at STCC will be accepted by COSC.
 - c. The application and distribution of credits transferred may vary depending on the program of study the STCC 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 a STCC 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 the HIM Program Directors 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 STCC agree to exchange student data as necessary to measure success of this agreement.

Marketing and Communication

1. Both COSC and STCC 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 this MOU is terminated, COSC commits that STCC 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.



John B. Cook, PhD
President
Springfield Technical Community College

3.30.2017
Date



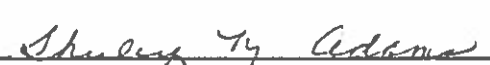
Ed Klonoski, MA
President
Charter Oak State College

3/30/17
Date




Arlene Rodriguez, PhD
Vice President of Academic Affairs
Springfield Technical Community College

3/28/17
Date



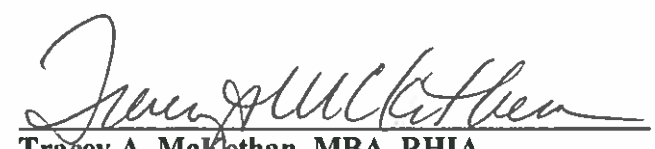
Shirley M. Adams, Ph.D.
Provost
Charter Oak State College

3/30/17
Date



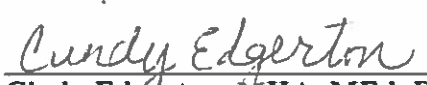
Leona R. Ittleman, JD
Dean, School of Business & Information Technologies
Springfield Technical Community College

03/29/17
Date



Tracey A. McKethan, MBA, RHIA
Department Chair Health Information Technologies
Springfield Technical Community College

3/30/17
Date



Cindy Edgerton, MHA, MED, RHIA
Program Director, Health Information Management
Charter Oak State College

3/30/17
Date