Waukesha County Technical College and Saint Joseph's College of Maine

Transfer Agreement

This Agreement provides transfer admission opportunities for academically qualified students and graduates of Waukesha County Technical College (WCTC) who are interested in completing their degrees through Saint Joseph's College of Maine's Online (SJC). Please see the attached list of eligible programs and approved transfer maps/course equivalencies.

Terms of Agreement:

I. SJC will accept for admission a degree candidate who has earned a grade point average of 2.0 or better (based on a 4.0 scale) into the appropriate online bachelor's degree program upon confirmation of official transcripts. The student must be in good standing with WCTC and meet any additional specific admission and enrollment standards/requirements for their desired program at SJC.

II. WCTC students accepted at SJC will receive academic credit for all College-level courses that were successfully completed with a letter grade of C or better, are deemed comparable to current SJC courses, and fit within their degree. Non-credit or remedial courses will not be accepted for transfer credit and/or graduation requirements. All transcripts will be reviewed on an individual basis at the time of application.

III. If a student does not have the foundation or skill to enroll in an upper-level course due to a lack of the appropriate introductory course(s), any necessary prerequisite course(s) will be required.

IV. Prerequisite and/or general education courses required for the Bachelor's degree may be transferred from WCTC or other accredited institutions, but 25% of the identified course

1/24/2024

requirements must be completed at SJC. SJC will accept a maximum of 90 transfer credits.

V. WCTC graduates are still required to submit an application to SJC and must send in official transcripts from WCTC, as well as any other educational institutions previously attended.

VI. SJC agrees to waive the application fee for all students of WCTC.

VII. Course equivalencies noted in this agreement are based on the 2023-2024 catalog year. This agreement may be reviewed annually and revised by mutual consent.

VIII. Both entities agree to the right to use each other's names in print and media advertising to the public for the purpose of marketing the programs described herein.

IX. WCTC agrees to promote this partnership and provide informational materials to their students and graduates. SJC will reciprocate by including the partnership on their webpage.

WCTC and SJC, recognizing the importance of providing a seamless coordination process for students, hereby enter into a Transfer Agreement. We, the undersigned, as the representatives of WCTC and SJC, hereby demonstrate our commitment to full implementation of the agreement.

Waukesha County Technical College

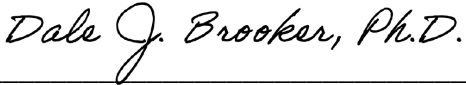## Saint Joseph's College of Maine Online

Authorized signer(s):

Authorized signer(s):

DocuSigned by:

Michele Nelson

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Michele Nelson
Dean, School of Health

2/5/2024

Date

DocuSigned by:

[signature]

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Dr. Brad Piazza
Vice President of Academic Affairs

2/5/2024

Date

Dale J. Brooker, Ph.D.

Dale J. Brooker, Ph.D.
Associate Dean

January 31, 2024

Date

Point of Contact:

Point of Contact:

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Eligible Programs:

- **AS HIT to Online Bachelor of Science in Health Information Management**

2023-2024 Exhibit A: Waukesha County Technical School AAS Health Information Technology to Saint Joseph's College Online BS Health Information Management

Year 1 at IHCC			SJC Equivalent		
Term I	Course Name	Credits	Term I	Course Name	Credits
801-136	English Composition I	3	EH 106	English Comp I	3
501-301	Medical Terminology	3	HIM 210	Medical Terminology (Natural Science Elective)	3
801-196	Oral/Interpersonal Comm	3		Personal Growth & Professional Development Elective	3
809-199	Psychology of Human Relations	3		Social or Behavioral Sciences	3
530-182	Human Diseases for Health Prof	3	HIM 212	Pathophysiology (Social or Behavioral Sciences)	3
530-162	Foundations of HIM	3	HIM 100	Introduction to HIM	3
501-307	Digital Literacy Healthcare	2		General Elective	2
Term II	Course Name	Credits	Term II	Course Name	Credits
801-197	Technical Reporting	3		General Elective	3
806-189	Basic Anatomy	3	HIM 200	Intro to Anatomy and Physiology (Natural Science Elective)	3
530-178	Healtthcare Law & Ethics	2		General Elective	2
530-184	CPT Coding	3	HIM 260	CPT Coding	3
530-197	ICD Diagnosis Coding	3	HIM 250	ICD Coding	3
Term III	Course Name	Credits	Term III	Course Name	Credits
530-159	Healthcare Revenue Management	3	HIM 320	Reimbursement Methodologies	3
530-199	ICD Procedure Coding	2		General Elective	2
530-163	Healthcare Stats & Analytics	3		General Elective	3
530-165	Intermediate Coding	3		General Elective	3
809-172	Intro to Diversity Studies	3		Personal Growth & Professional Development Elective	3
Term IV	Course Name	Credits	Term IV	Course Name	Credits
530-161	Health Quality Mgmt.	3		General Elective	3
530-166	HIT Capstone	1		General Elective	0
530-196	Prof Practice Experience	3		General Elective	3
530-164	Intro to Health Informatics	3	HIM 214	Health Information Technology	3
530-167	Mgmt. of HIM Resources	3	HA 330	Health Administration	3
Term V	Course Name	Credits	Term V	Course Name	Credits
804-189	Introductory Statistics	3	MA 205	Elementary Statistics (Math Elective)	3

	AS credits earned	64		AS credits applied	63

Remaining Courses		
EH 107	English Composition II	3
TH	Theology Elective	3
HY	History Elective	3
PH	Philosophy Elective	3
	Personal Growth & Professional Development Elective	3
	General Elective	12
HIM 211	Pharmacology (Social/Behavioral Science Elective)	3
HA 205	American Healthcare Administration	3
HA 302	Human Resource Management	3
HA 410	Quality in Health Care Administration	3
HIM 300	Health Data Management	3
HIM 340	Information & Comm Strategies	3
HIM 402	Project & Operations Management	3
HIM 403	Healthcare Stats & Research	3
HIM 453	Compliance Ethics Information	3
HIM 460***	Advanced Practicum	3

Remaining Courses Total	57
Total Credits	120

**Students must earn a 'C' or better in each course for the course to be eligible to transfer to SJC.

**Students must earn a minimum of 30 credits at Saint Joseph's College and 18 credits must be within their major.

**Students must complete at least 120 credits in order to receive a Bachelor's Degree

**This template should be used as a guide. Official evaluations will take place after the student is accepted at Saint Joseph's College and all official transcripts have been received.

Reviewed and Approved by SJC Representatives	Program Director:	Kevin	Harrington	10/6/2023
		First Name	Last Name	Date Approved
	Assistant Registrar:	Lisa	Trueworthy	9/29/2023
		First Name	Last Name	Date Approved