

**An Agreement for Institutional Cooperation Between  
Southwest Minnesota State University (SMSU) and  
Inver Hills Community College (IHCC)  
to Articulate the Transfer of  
IHCC's Associate in Applied Science (AAS) Degree  
in Building Inspection Technology into  
SMSU's Bachelor of Applied Science (BAS) Degree  
in Code Enforcement Administration (CEA)**

**Sending Institution:** *Inver Hills Community College*

**Receiving Institution:** *Southwest Minnesota State University*

**Statement of Purpose:**

This agreement is entered into by Southwest Minnesota State University (SMSU) and Inver Hills Community College (IHCC). 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 appendix or appendices shall describe the required program of study at IHCC for admission eligibility to SMSU's Bachelor of Applied Science in Code Enforcement Administration (BAS-CEA) program. This agreement and appendix identifies 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 Inver Hills Community 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 IHCC degree will be the basis for articulation into SMSU's Bachelor of Applied Science in Code Enforcement Administration (BAS-CEA) Degree:

**Associate in Applied Science (A.A.S.) Degree, Building Inspection Technology.**

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 the BAS degree programs 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 Inver Hills Community 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 IHCC 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 ensuring that a periodic review of this agreement takes place.

Faculty in participating departments from both institutions will review and update this articulation agreement at a minimum during each program review cycle and every five (5) years thereafter. Issues to be reviewed include but are not limited to: a) Curriculum Changes, b) Demand for the Program, c) Student Success in the Program, and d) Transfer Rate from IHCC.

This agreement becomes effective on October 1, 2007 and remains in effect until terminated or amended by either party with prior written notice. The parties agree that arrangements will be made for students participating in the program at the time of any cancellation to complete their program.

Sending Institution: Inver Hills Community College

Receiving Institution: Southwest Minnesota State University

Cheryl Cook 9/17/07  
President Date

[Signature] 12/5/07  
President Date

Frank Castillo 9/17/07  
Chief Academic Officer Date

Beth W. [Signature] 12/04/07  
Chief Academic Officer Date

[Signature] 09/26/07  
Dean or Designee Date

[Signature] 11/26/07  
Dean or Designee Date

Scott Halm 9/27/07  
Department Faculty Member Date

[Signature] 11/26/07  
Department Faculty Member Date

## Appendix A

### **Joint Agreement for Articulating IHCC's A.A.S. Degree in Building Inspection Technology for Transfer into SMSU's B.A.S. Degree in Code Enforcement Administration**

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 IHCC can be used to partially meet SMSU's BAS-CEA program requirements. The items below also specify general education, major, and graduation requirements for the BAS Degree.

#### **Requirements for the Completion of SMSU's Bachelor of Applied Science (B.A.S.), with a Major in Code Enforcement Administration (BAS-CEA)**

##### **Completion of SMSU's Bachelor of Applied Science 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 must be taken at SMSU to meet SMSU residency requirements for graduation.
  - SMSU's LAC requirements or the Minnesota Transfer Curriculum.
  - A minimum of 27 SCH at the 300 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 number of credits to fully meet the requirements for completion of a BAS Degree at SMSU.
    - 3) Complete the Minnesota General Education Transfer Curriculum or a minimum of 22 SCH from SMSU's Liberal Arts Core (LAC) Curriculum/Minnesota Transfer Curriculum officially approved by the student's advisor.
  - 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 in SMSU's BAS-CEA 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 Code Enforcement Administration Major requirements.
2. A student seeking a BAS-CEA is required to successfully complete the SMSU graduation requirements:
  - o Capstone course – as designated for the major (*BADM 496 in CEA*).
  - o Wellness and Health course requirements (*see courses listed in SMSU catalog*), and a Regional Studies course (*see SMSU catalog*).

### **Additional Conditions for the Completion of Code Enforcement Administration Major for the B.A.S. Degree (42 semester hours)**

1. Normally Inver Hills Community College students who have completed their Associate of Applied Science (A.A.S.) will be formally admitted to the Bachelor of Applied Science degree program with a Code Enforcement Administration major.
2. Southwest Minnesota State University requires that recipients of a Bachelor of Applied Science degree in Code Enforcement Administration complete a minimum of 42 semester credits at a four-year institution.
3. The Graduation Requirements of Regional Studies and Wellness that were discussed earlier in this document.
4. The student and his/her academic advisor shall decide on the actual elective courses to take (if needed).

### **Requirements for the Bachelor of Applied Science - Code Enforcement Administration major:**

Before entering the B.A.S. Code Enforcement Administration major, students would be expected to meet the following GPA requirements:

- a. Students who have an A.A.S. Degree in Building Inspection Technology and are seeking entry into the B.A.S.- Code Enforcement Administration major must earn a cumulative GPA of 2.50 or better within eighteen credits of the Minnesota Transfer Curriculum or within eighteen credits of the SMSU LAC.
- b. In item "a" above, courses that do not fall within either the LAC or the Minnesota General Education Transfer Curriculum cannot be used to determine the minimum GPA for admission into the major.
- c. A minimum grade point average of 2.50 is a graduation requirement for courses comprising the 42 credits of the Code Enforcement Administration Major in the B.A.S. Degree.

# Southwest Minnesota State University

## Bachelor of Applied Science Degree:

### Code Enforcement Administration (CEA) Major

*Prerequisite for entry into the CEA Major: Completion of an AAS Degree in Building Inspection Technology*

### Curriculum Requirements for the CEA Major:

#### Professional Code Enforcement Component (18 Credits):

- PBAD 305 Managing Legal Aspects of Code Administration. 3 credits
- BADM 387 (CEA 320) Conflict Management: Theory and Practice. 3 credits
- FIRE 401 Community Risk Management. 3 credits
- FIRE 300 Literature and Methods of the Fire Service. 3 credits
- PBAD 310 Public Admin Analysis & Problems. 3 credits
- POL 324 Local & Rural Politics. 3 credits

#### Administrative Component (24 credits):

- BADM 380 Management Principles. 3 credits
- BADM 422 Human Resource Development: Training & Org .Development. 3 credits
- BADM 424 Leadership & Team Management. 3 credits
- PBAD 325 Administrative Law. 3 credits
- PBAD 350 Public Budgeting. 3 credits
- BADM 496 Professional Field Capstone. 3 credits
  
- One of the following:
  - BADM 425 Human Resource Management. 3 credits
  - PBAD 410 Public Personnel Management. 3 credits
- One of the following:
  - BADM 420 Diversity Management. 3 credits
  - SOCI 331 Minorities in American Society. 3 credits

#### Liberal Arts Core and/or MTC, and Additional Graduation Requirements (Minimum 22 credits):

- 1) Credits will be chosen in conjunction with the advisor to complete the Liberal Arts Core Curriculum requirements (or the Minnesota Transfer Curriculum) and graduation requirements for the BAS degree at Southwest Minnesota State University.
- 2) Require an Ethics course (approved to meet MTC requirements, and registered on the MN-CAS System), be included in the courses remaining to complete the LAC for the BAS degree. Because these CEA students may need an on-line format, then the Ethics Course could be taken from SMSU whenever SMSU's PHIL 103 is offered on-line, or taken from another accredited state university, community college or comprehensive technical college offering an Ethics Course that meets MTC transfer standards. Ethics topics will be integrated throughout the CEA curriculum.

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**

Inver Hills Community 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 IHCC 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 IHCC 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 CEA courses on a cycle acceptable to meet the students needs.
- SMSU will be responsible for hiring all faculty for all CEA courses serving the IHCC students in SMSU's B.A.S. degree program. Normally, SMSU full-time faculty or approved SMSU adjunct faculty will staff all of the courses.
- Inver Hills Community College will furnish the following:
  - Online Library facilities
  - Upon the request of a student participant in this articulated program, an official IHCC transcript will be sent, at no cost to the student, to the SMSU Registrar. The student has the responsibility for initiating transcript requests during each semester that he/she is enrolled in major courses completed after the Associate's degree. The SMSU BAS program coordinator will encourage our students to update their academic records in a timely manner, and will foster student success through effective advising, accurate transfer evaluation, and proper documentation of academic progress.
- Inver Hills Community College will generally have the services of an SMSU Program Coordinator on a part-time basis. Southwest Minnesota State University's Dean of Distance Learning, with final approval from the SMSU Business faculty, will be responsible for supervising SMSU's CEA program offered at Inver Hills Community 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 BAS in Code Enforcement Administration Degree, within three years. With approval from a SMSU Business advisor, courses may be taken from other universities.
- Courses in this program will be offered online.