

Articulation Agreement

Introduction

This Articulation Agreement (the “Agreement”) is entered into between American National University and the Institute of Medical & Business Careers, located in “ Erie, Pennsylvania”, to facilitate the process for the transfer of credit or hours between the institutions, continue educational progress toward the completion of an approved bachelor program and to minimize or avoid the loss of credit or hours previously earned by a student. The Agreement acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion its courses, program, and degree.

This Agreement formally recognizes that these educational institutions agree to work together to preserve the integrity and to further enhance the quality of each institution’s academic offerings to currently enrolled and prospective students. The development of this Agreement between the two institutions signifies that both have extensively reviewed the other and confirmed that:

- Each institution is currently in good standing with its state regulatory body and regional or national accreditor;
- Credits awarded by the institution have been evaluated and determined to be eligible for transfer; and
- Credits earned in the program of study (Medical and Health Services Management Bachelor program) have been deemed appropriate and applicable to the destination program(s) of study reflected in this Agreement. This program is included as **Appendix A** to this Agreement.

This Agreement reflects a commitment by both institutions to facilitate the transfer of credits or hours earned in the Transfer Program into a program without jeopardizing the intended mission and stated goals of either institution.

Terms

As a result of an assessment of the Transfer Program and destination program by both institutions, it has been determined that all credit or hours earned in the Transfer Program awarded by the Sending Institution will transfer to the Receiving Institution subject to the following conditions:

- Students from the Sending Institution will be granted admission to the Medical and Health Services Management Bachelor program at the Receiving Institution as a result of having taken all of the required courses listed in Appendix A and incorporated herein by this reference.
- The application and/or registration fee shall be waived for all transfer students.

- The student cumulative grade point average must be a 2.0 or higher.
- A grade of “D”, or above, or above is required in all courses to be applied toward the bachelor’s degree or better will be accepted for credit by the Receiving Institution. In the event that the Receiving Institution has specific grade requirements for core courses in the program, the transfer student may be required to repeat a course in the program to satisfy that requirement.

The policies for awarding credit by examination and experiential learning vary from one institution to another. Each institution will publish information about its policies for awarding credit for experiential learning, including the names of tests that are used to assess credit, cut-off scores, deadline dates for submission of scores to the institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously. In this instance, the institution will make the determination as to whether credit will be awarded for experiential learning.

Determination of course requirements of the program, including introductory and related courses, is the prerogative of the institution. The catalog of each institution will clearly state the requirements for each program. When specific prerequisites are required, they will be designated and noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will specify any restrictions or additional requirements for each program.

Institutional policies that distinguish between upper- and lower-division courses may vary at each institution. The variation results in similar courses being identified as upper or lower division at different institutions. This can create redundancy in the curriculum of a transfer student (i.e., repeating an upper division course at the receiving institution when the student had completed a course with the same content and learning objectives but labeled as lower division by the sending institution). Institutions should attempt to avoid course duplication by transfer students by requiring the completion of a related but non-duplicative upper-division course that would enrich the curriculum of the student if permitted in the program structure through the use of electives.

Students who graduate from the Institute of Medical & Business Careers from the Medical Records Technician Associate program are eligible for admission to the American National University Medical and Health Services Management Bachelor program. American National University will waive any application fee currently required for graduates who apply for admission into a degree program.

Each Institute of Medical & Business Careers student must meet the admission requirements listed in the American National University Catalog in force at the time of application in order to be admitted to the American National University Medical and Health Services Management Bachelor program. Students from the Institute of Medical & Business Careers who are admitted to the American National University Medical and Health Services Management Bachelor program may be required to complete additional courses to meet the prerequisite requirements of upper division courses required in their program of study.

Upon admission to an American National University program of study, an American National University school official will review the applicant's official transcript(s) and determine which courses the student will be required to complete in order to graduate from the student's selected degree program at the receiving institution.

Curriculum Changes

Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement. Proposed changes to the Transfer Program or the Receiving Institution's program should be made with enough advance notice to allow an orderly and timely change to the terms of this articulation agreement. The failure of either party to notify the other of program changes and amend this Agreement may result in the denial of transfer credits.

Additional Terms

Both parties agree to notify each other of any adverse changes in its accreditation or state licensure status.

Any written materials published and distributed by either the Sending Institution or the Receiving Institution that reference this Agreement or a relationship between the Sending and Receiving Institutions must be approved by each respective party, and their regulatory agencies as required, prior to use.

Transfer literature will be updated on an annual basis as a result of a mutual review process.

No financial implications concerning the transfer or exchange of cash, equipment, or real estate are intended or implied by this Agreement. The Sending Institution and the Receiving Institution are separate and independent institutions of higher education.

Any credit awarded by the Sending Institution for credit by examination, dual credit, and/or experiential learning will be reviewed for credit by the Receiving Institution. In this instance, the Receiving Institution will make the determination as to whether credit will be awarded for credit by examination, dual credit, and/or experiential learning.

When a student initiates a change in the stated major or degree objectives after enrolling at the Receiving Institution, the student assumes full responsibility for meeting the specified new degree and/or major requirements. In particular, students who have completed a Transfer Program, or credits toward that credential, and then transfer out of the program covered by this Agreement should anticipate potentially significant changes in degree program completion requirements. The Receiving Institution therefore shall provide pre-transfer counseling to such students to alert them to the ramifications of this decision.

Terms of Agreement

This agreement will be in effect for five years from the date of execution. Renewal of the agreement with appropriate content changes will be discussed at the end of this time period.

Termination of this agreement may occur by either party with a ninety (90) day written notification, or immediately if 1) the Sending or Receiving Institution loses state or accrediting agency approval, or 2) if any regulatory agency that oversees the Sending or Receiving Institution notifies either that this Agreement violates agency standards. Such termination will have no impact upon students that have already enrolled at the Receiving Institution. In the event of a termination of this Agreement, each institution will be responsible for amending any publications or websites as needed and for disposing of any brochures or related materials at their own physical locations.

Receiving Institution **Carolyn Scott** Digitally signed by Carolyn Scott
Date: 2020.10.14 14:21:46 -04'00'

Chief Academic Officer
American National University

Signature

Date

Sending Institution

Melissa Kaulbach
Chief Academic Officer
Institute of Medical & Business Careers

M Kaulbach *10-14-20*

Signature

Date

Appendix A—Transfer & Destination Program

Student will complete 23 courses of the program at the Institute of Medical & Business Careers in Medical Records Technician.

After completing 23 courses of the program, the student will be able to enroll at American National University to complete an additional 22 courses toward the Medical Health Services Management Bachelor. Upon successful completion of the 22 courses at American National University, the student will be awarded a Bachelor of Science in Medical and Health Services Management.

Below is a list of the transfer programs that are being articulated into the receiving institution destination program.

Sending Institution Transfer Program	Receiving Institution Destination Program
ANP100-DE: Anatomy and Physiology I	BIO201 Basic Anatomy & Physiology I
ANP200-DE: Anatomy and Physiology II	BIO202 Basic Anatomy & Physiology II
COMP100-DE Introduction to Computers Using Microsoft Word	COM151 The Microsoft Office
COMP101-DE: Advanced Microsoft Word	Elective
COM102 Introduction to Microsoft Excel	COM235 Spreadsheets Applications
DEV100 DE: Professional Development	Elective
EHR100-DE: Electronic Health Records	EHR100 Electronic Health Records
GEN002-DE: Introduction to Psychology	PSY127 Psychology
GEN003-DE: Introduction to Public Speaking	ENG126 Oral Communication
GEN004-DE: Critical Thinking, Reading, and Writing	LOG215 Thinking Critically
GEN008-DE: Communications for Career Success	Elective
IN200-DE: Practicum	Elective
KEY100-DE: Keyboarding I	Elective
MA255-DE: Physician Billing & Coding and Insurance Billing	HIM208 Reimbursement Methodologies
MD050-DE: Disease Processes	BIO206 Diseases of the Human Body
MDC150-DE: Procedural Coding	HIM205 Procedural Coding
MDC200-DE: Diagnostic Coding	Clinical Classifications Systems I
MDC240-DE: Advanced Diagnostic Coding II	Clinical Classifications Systems II

MDC255-DE: Insurance Billing	Elective
MDT100-DE: Medical Terminology I	MED107 Medical Terminology
MDT200-DE: Medical Terminology II	Elective
MED100-DE: Medical Law and Ethics	MED160 Health Care Law and Ethics
MOP200-DE: Medical Office Procedures	MED208 Medical Office Procedures