

**Transfer Articulation Agreement for Baccalaureate Degree**  
between  
**Central Maine Community College**  
and  
**Saint Joseph's College of Maine**

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**Statement of Purpose**

Central Maine Community College (CMCC) and Saint Joseph's College of Maine's Online Division (SJC Online) have entered into this transfer articulation agreement. The purpose of this agreement is to facilitate student academic transfer and provide a smooth transition from a two-year community college to a university. It is recognized that this agreement shall describe the required program of study at CMCC for admission eligibility to SJC Online and the Baccalaureate Degree Program indicated.

**Terms and Conditions of Academic Credit Transfer**

**To: Bachelor of Science in Health Administration**  
(SJC Online Academic Program/Degree)

**From: Associate in Applied Science in Medical Assistant**  
(CMCC Academic Program/Degree)

The evaluation and transfer of earned college credits shall follow state and federal education policies and institutional and academic program accreditation standards pertaining to undergraduate academic transfer. Current students and graduates who have earned degrees from CMCC shall be eligible for credit evaluation under the terms of this agreement.

Transfer students will be accorded the same standards and criteria for admission to a major degree sequence as SJC Online students. All applicants accepted to SJC Online Baccalaureate programs must fulfill the graduation requirements of the granting institution as identified in Appendices A, B & C.

- \* Appendix A contains Admission & Graduation Requirements of the Receiving Institution
- \* Appendix B contains Side by Side Course Equivalency Tables for the academic program listed above
- \* Appendix C contains a map of remaining courses to be taken at SJC Online

Important Note: The information contained in Appendices A, B, & C is accurate for Catalog Year 2020-2021: [CMCC 2020-2021 Catalog](#). For up to Date information please check SJC Online for transfer equivalencies and [www.sjcme.edu](http://www.sjcme.edu) for the current course catalog year.

### Articulation Implementation and Agreement Review

The Chief Academic Officer designee of CMCC and the Director of Online Admissions at Saint Joseph's College of Maine shall be responsible for implementing this agreement, for identifying and incorporating any changes into subsequent agreements, and for conducting a *periodic review of this agreement*.

### Signatures to This Agreement

This agreement becomes effective May 2021 and will be reviewed May 2024 for renewal discussion.

Betsy Libby

Betsy Libby (May 24, 2021 09:39 EDT)

Betsy Libby  
Interim President  
CMCC

May 24, 2021

Date

Lynne Robinson

Lynne Robinson (May 20, 2021 15:45 EDT)

Lynne Robinson  
Associate VP/Chief Enrollment Officer  
Saint Joseph's College of Maine

May 20, 2021

Date

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## APPENDIX A

This agreement includes specific requirements for admission into a program, outlines requirements, and indicates which degree or diploma can be used to meet program prerequisites as well as general education, major or program, and graduation requirements.

**Admissions requirements:** Successful completion of the **Associate in Applied Science in Medical Assistant**, submission of completed admission application, transcripts and other supporting materials. For coursework to transfer to SJC Online, a student must earn a grade of C or better. To access SJC Online's free application, complete with instructions and admissions document checklist, visit: [www.sjcme.edu/apply](http://www.sjcme.edu/apply)

**Requirements for the Bachelor of Science in Health Administration from SJC Online:** Remaining required course work is listed in Appendix C. Student must maintain a cumulative GPA of 2.0 to graduate, and earn a C grade or better in all courses required for the major.

**SJC Online Residency Requirement:** At minimum, 30 credits of a student's baccalaureate course load must be completed at SJC Online, and at least 18 of those credits must be completed within a student's major.

**Additional Institutional Contact Information:**

Academic Department Chair (Central Maine Community College)

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Director of Online Admissions (Saint Joseph's College of Maine)

Name: Leah Pottle

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## APPENDIX B

*Courses represented in italics are required.*

*If subjects in italics in Appendix B are **not** taken at CMCC, the sequence represented in Appendix C cannot be observed.*

**Only courses in which a student has earned a grade of C or higher are considered for transfer.**

CMCC Courses Associate in Applied Science in Medical Assistant General Education Requirements			SJC Online equivalencies		
Course	Title	Credits	Course	Title	Credits
BCA 120	Intro to Computer Applications	3		General Elective (GE)	3
BIO ____	<b>MUST TAKE:</b> BIO 115 Anatomy & Physiology I Lecture & BIO 116 Anatomy & Physiology I Lab	4		Healthcare Elective + 1 GE Credit	4
BIO ____	<b>MUST TAKE:</b> BIO 117 Anatomy & Physiology II Lecture & BIO 118 Anatomy & Physiology II Lab	3-4		Nature & Society Elective	3
COM 100	Public Speaking	3		Art, Creativity & Self-Knowledge Elective	3
Humanities or SS Elective	<b>MUST TAKE:</b> PHI or REL course	3		Philosophy or Theology Elective	3
ENG ____	ENG 101 College Writing <b>OR</b> ENG 105 College Writing Seminar	3-4	EH 106	English Composition I	3
LER 100	First Year Seminar for MEA	1		General Elective	1
MAT 101	Business Math	3		Math Elective	3
PSY 101	Intro to Psychology	3		Nature & Society Elective	3
____	Writing Course (see page 38 of catalog) <b>MUST TAKE:</b> ENG 221 – Advanced Composition and Research	3	EH 107	English Composition II	3
<b>Total credits</b>		<b>29-31</b>			<b>29</b>

CMCC Courses Associate in Applied Science in Medical Assistant Major Requirements			SJC Online equivalencies		
Course	Title	Credits	Course	Title	Credits
BUS 150	Effective Customer Relations	3		General Elective	3
MEA 165	Medical Ethics and Law	3		Healthcare Elective	3
MEA 205	Medical Office Administration & Electronic Health Records	3		Healthcare Elective	3
MEA 210	Insurance Coding/Claims Processing	3		General Elective	3
MEA 221	Medical Clinical Procedures I Lab	2		General Elective	2
MEA 222	Medical Clinical Procedures I Lecture	3		Healthcare Elective	3
MEA 230	Adv. Medical Clinical Procedures II Lect	3		General Elective	3
MEA 231	Adv. Medical Clinical Procedures II Lab	2		General Elective	2
MEA 240	Essentials of Pharmacology for Medical Assistants	3		General Elective	3
MEA 266	Medical Assistant Externship (240 hrs)	6		General Elective	6
MET 111	Medical Terminology	3		Healthcare Elective	3
<b>Total Major Credits</b>		<b>34</b>			<b>34</b>
<b>Total Credits</b>		<b>63-65</b>	<b>Total Credits Accepted</b>		<b>63</b>

# APPENDIX C

## Remaining SJC Online Degree Requirements

For students in CMCC Associate in Applied Science in Medical Assistant  
Transferring to SJC Online Bachelor of Science in Health Administration

[Assumes students complete recommended courses at CMCC as listed in Appendix B.]

Year Three 12-Week Summer Term		Year Three 12-Week Fall Term	
Course	Credit	Course	Credit
HA 205 – American Healthcare Systems	3	HA 302 – Human Resource Management	3
TH 120 – Human Nature & Ethics	3	History Elective	3
		General Elective	3
<b>Semester Credits</b>	<b>6</b>	<b>Semester Credits</b>	<b>9</b>

Year Three 12-Week Winter Term		Year Three 12-Week Spring Term	
Course	Credit	Course	Credit
HA 330 – Health Administration: Management Foundations	3	HA 343 – Healthcare Financial Management	3
PH 200 – Human Nature & Ethics	3	History/Philosophy/Theology Elective	3
General Elective	3	General Elective	3
<b>Semester Credits</b>	<b>9</b>	<b>Semester Credits</b>	<b>9</b>

Year Four 12-Week Summer Term		Year Four 12-Week Fall Term	
Course	Credit	Course	Credit
HA 353 – Legal Aspects in Health Administration	3	HA 355 – Ethics in Health Administration	3
ES 101 – Intro to Environmental Science	3	History/Philosophy/Theology Elective	3
General Elective	3	General Elective	3
<b>Semester Credits</b>	<b>9</b>	<b>Semester Credits</b>	<b>9</b>

Year Four 12-Week Winter Term	
Course	Credit
HA 410 – Quality in Healthcare Administration	3
Art, Creativity & Self-Knowledge Elective	3
<b>Semester Credits</b>	<b>6</b>

<b>Total SJC Online credits: 57</b>
<b>Total CMCC credits: 63</b>
<b>Total CMCC and SJC Online credits: 120</b>
 <b>NOTE:</b> The timeline above to complete courses at SJC may be accelerated or extended depending on student course load per term and course availability.