



**Elms College  
Holyoke Community College**

**ACADEMIC ARTICULATION AGREEMENT**

*A.S in Liberal Studies: General Integrated Studies Option (C001)*

*Holyoke Community College, Holyoke, MA*

*And*

*B.A. in Healthcare Management Program*

*Elms College, Chicopee, MA*

The above institutions hereby enter into an agreement for the transfer of Holyoke Community College graduates from the *A.S in Liberal Studies: General Integrated Studies Option (C001)* into the Elms College Healthcare Management (HCM) programs in Chicopee and Holyoke, MA.

**Objectives of this Agreement:**

1. To attract qualified students from Holyoke Community College to full-time, part-time, on campus, off campus, and online Healthcare Management program options offered by Elms College.
2. To promote a seamless transition for students from Holyoke Community College's *A.S in Liberal Studies: General Integrated Studies Option (C001)* to part-time or full-time status in Elms College Healthcare Management programs with sites in Chicopee and Holyoke, MA: Main Campus (Chicopee), Online and, Holyoke Community College (Holyoke).
3. To promote a seamless transition for any Associate's degree graduate from Holyoke Community College who meets the entry requirements and chooses to enroll in an Elms College Bachelor's degree program in Healthcare Management.
4. To provide informational materials and guidelines to Holyoke Community College students considering enrollment in Elms College Healthcare Management programs.

**Stipulations of this Agreement:**

1. This articulation agreement will be in effect for five years and will be renewable for another five years by consent of Holyoke Community College and Elms College. This articulation agreement can be reviewed within 90 days after written notice by either party.

2. Elms College provides the opportunity for students to complete their chosen Healthcare Management Bachelor's degree program within two years from the date of enrollment.
3. This articulation agreement will be in force, and should be considered the entire agreement, until superseded by a formal contract between Elms College and Holyoke Community College that explicitly replaces this agreement.
4. This agreement will apply to Holyoke Community College transfer students who have completed an Associate's degree. At the time of application, students must have a minimum grade point average of 2.0.
5. This agreement guarantees that students who earn an Associate's degree in Liberal Studies at Holyoke Community College will enter Elms B.A. in Healthcare Management Program with at least 60 transfer credits, including "D" grades, which will be counted as general electives. All additional courses taken to satisfy major requirements must meet the standards set by the Business Division at Elms College.
6. Transfer students previously designated will hold third year status in the Elms College Bachelor's degree completion programs in Healthcare Management in Chicopee, online, and at the Holyoke Community College campus based on the number of credits accepted in transfer.
7. Transfer students to the Elms College main campus on-site Healthcare Management program may transfer up to a maximum of 75 credits from Holyoke Community College towards a Bachelor's degree.
8. Transfer students to the Elms College off campus and online Healthcare Management programs may transfer up to a maximum of 78 credits from Holyoke Community College towards a Bachelor's degree.
9. Holyoke Community College students will be given transfer credit for satisfactorily completing Elms College core requirements, general education requirements, and any acceptable equivalent Healthcare Management program requirements, up to the maximum allowed for transfer or necessary to satisfy graduation requirements, at time of admission.

**Review and Revision Procedures:**

1. Review of this agreement shall take place at least every two years or as needed from the date of the signed agreement. Dr. Mark Chustz, Assistant Professor of Healthcare Management at Elms College and Sara Sariol, Medical Billing Coordinator will be responsible for the review.

2. At the request of either party, a review of the contents or implementation of this agreement will be conducted by the programs.
3. Dr. Mark Chustz and Sara Sariol may make changes in the attached course sequence and list of courses accepted for Elms transfer credit without renegotiating the entire agreement.

**Assistance Provisions:**

1. Holyoke Community College and Elms College will list this articulation agreement on their websites and in appropriate print documents at their respective institutions.
2. Holyoke Community College and Elms College will collaborate in encouraging qualified students to participate in the Healthcare Management programs in Chicopee, online, and on the Holyoke Community campus by providing the necessary assistance and supports to assure a seamless transition between the two institutions.

**Mutual Responsibilities:**

1. Sara Sariol Medical Billing Coordinator will advise students enrolled in the Medical Billing and Coding Certificate Program or A.S. in Liberal Studies: GIS Option with Medical Billing and Coding as part of the Academic Graduation Plan. Mark Broadbent Coordinator of Transfer Affairs at Holyoke Community College will advise prospective transfer students about Elms HCM options as described. The attached program sequences and lists of courses accepted for Elms College transfer credit assure maximum transfer of credits that meet the core requirements of Elms College and Healthcare Management program requirements.
2. Sara Sariol and Mark Broadbent, along with Jae Bergman Associate Director of Admissions and Transfer Affairs at Elms College or his designee and Wanda Banks Assistant Director of Off- Campus Programs or her designee will advise and assist transfer applicants in compiling the required credentials for transfer to Elms College Healthcare Management programs.
3. Transfer applicants from Holyoke Community College applying under this agreement shall be eligible for Elms College financial aid and housing consideration as appropriate to the selected Healthcare Management program option based on full time or part time status, on the main campus (Chicopee), off campus (HCC) or online.
4. The final acceptance of off- campus, part time, and online applicants comes from Elizabeth T. Hukowicz Dean of the School of Graduate and Professional Studies at Elms College. The final acceptance of full time applicants to the day division main campus program comes from Joseph Wagner, Director of Admissions at Elms College.

**HCC ACADEMIC GRADUATION PLAN**  
**GENERAL INTEGRATED STUDIES OPTION (C001) - A.S. in Liberal Studies [61 Credits]**  
**For Elms B.A. in Healthcare Management Articulation Agreement - OPTION 1**

Contact: Sara Sariol, Medical Billing Coordinator, Kittredge Center # 427 413-552-2939 [ssariol@hcc.edu](mailto:ssariol@hcc.edu)

<b>ELMS B.A. HEALTHCARE MANAGEMENT PROGRAM REQUIREMENTS [60 CREDITS]</b>			
<b>General Education Requirements [23 credits]</b>	<b>HCC Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
1 <sup>ST</sup> English Requirement [A]	ENG 101: College Composition I	3	ENG 101: Rhetoric
2 <sup>ND</sup> English Requirement [A]	ENG 102: College Composition II	3	Satisfies Literature core requirement at Elms
1 <sup>st</sup> Lab Science Requirement [D]	<i>Any Lab Science course, except BIO 111</i>	4	Satisfies Science core requirement at Elms
2 <sup>nd</sup> Lab Science Requirement [D]	<i>Any Lab Science course, except BIO 111</i>	4	Satisfies Science core requirement at Elms
Math Requirement [D]	MTH 142: Statistics	3	MAT 109: Statistics
Social Science Requirement [B]	PSY 110: Introduction to Psychology	3	PSY 101: General Psychology
Social Science Requirement [B]	SOC 110: Introduction to Sociology	3	SOC 101: Introduction to Sociology
<b>Elms Requirements [9 credits]</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
FINE ARTS REQUIREMENT	Any 100 level Art, Music or Theatre course	3	Satisfies Elms Fine Art Requirement
HISTORY REQUIREMENT	Any 100 level History course	3	Satisfies Elms History Requirement
COMPUTER REQUIREMENT	BUS 115: Computer Applications	3	BUS 221: Computer Applications
<b>MEDICAL BILLING &amp; CODING CERTIFICATE PROGRAM REQUIREMENTS (M046) [29 CREDITS]</b>			
<b>HCC Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>	
HTH 114: Medical Terminology	3	General Transfer Credit	
HIM 103: Introduction to Health Information Management	2	General Transfer Credit	
HIM 104: Health Insurance Reimbursement & Computerized Billing	4	General Transfer Credit	
HIM 106: Electronic Health Records	3	General Transfer Credit	
HIM 107: Human A&P & Disease Processes for Medical Billing	4	Satisfies Science core requirement at Elms	
HIM 108: Healthcare Documentation	1	General Transfer Credit	
HIM 220: Diagnosis Coding	3	General Transfer Credit	
HIM 221: Procedural Coding, Evaluation & Management Services & HCPCS Coding	3	General Transfer Credit	
HIM 286: Medical Billing & Coding Career Preparation, Practicum & Co-op Experiences	6	General Transfer Credit	

**REQ'S FOR ENTRY INTO ELMS B.A. PROGRAM:** Associate's degree, MTH 142, PSY 110, SOC 110 & 2.0 Average GPA.

\*\* Once Accepted at Elms College, students will start the B.A. in Healthcare Management Degree in their 3<sup>rd</sup> Year of classes.

\*\* Students will graduate with 61 credits from HCC's GIS contract for Medical Billing & Coding Certificate.

**HCC ACADEMIC GRADUATION PLAN**  
**GENERAL INTEGRATED STUDIES OPTION (C001) - A.S. in Liberal Studies [61 Credits]**  
**For Elms B.A. in Healthcare Management Articulation Agreement - OPTION 2**

Contact: Sara Sariol, Medical Billing Coordinator, Kittredge Center # 427 413-552-2939 [ssariol@hcc.edu](mailto:ssariol@hcc.edu)

<b>ELMS B.A. HEALTHCARE MANAGEMENT PROGRAM REQUIREMENTS [60 CREDITS]</b>			
<b>General Education Requirements [23 credits]</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
1 <sup>ST</sup> English Requirement [A]	ENG 101: College Composition I	3	ENG 101: Rhetoric
2 <sup>ND</sup> English Requirement [A]	ENG 102: College Composition II	3	Satisfies Literature core requirement at Elms
1 <sup>ST</sup> Lab Science Requirement [D]	<i>Any Lab Science course, except BIO 111</i>	4	Satisfies Science core requirement at Elms
2 <sup>ND</sup> Lab Science Requirement [D]	BIO 111: Human Biology	4	Satisfies Science core requirement at Elms
Math Requirement [D]	MTH 142: Statistics	3	MAT 109: Statistics
Social Science Requirement [B]	PSY 110: Introduction to Psychology	3	PSY 101: General Psychology
Social Science Requirement [B]	SOC 110: Introduction to Sociology	3	SOC 101: Introduction to Sociology
<b>Elms Requirements [9 credits]</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>
FINE ARTS REQUIREMENT	Any 100 level Art, Music or Theatre course	3	Satisfies Elms Fine Art Requirement
HISTORY REQUIREMENT	Any 100 level History course	3	Satisfies Elms History Requirement
COMPUTER REQUIREMENT	BUS 115: Computer Applications	3	BUS 221: Computer Applications
<b>MEDICAL BILLING &amp; CODING CERTIFICATE PROGRAM REQUIREMENTS (M046) [29 CREDITS]</b>			
<b>HCC Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms/Notes</b>	
HTH 114: Medical Terminology	3	General Transfer Credit	
HIM 103: Introduction to Health Information Management	2	General Transfer Credit	
HIM 104: Health Insurance Reimbursement & Computerized Billing	4	General Transfer Credit	
MEA 104: Medical Manager	2	<b>*Replaces HIM 107 HCC Credits - See Option 1/</b> General Transfer Credit	
HIM 106: Electronic Health Records	3	General Transfer Credit	
MEA 107: Health Office Practices & Procedures	2	<b>*Replaces HIM 107 HCC Credits - See Option 1 /</b> General Transfer Credit	
HIM 108: Healthcare Documentation	1	General Transfer Credit	
HIM 220: Diagnosis Coding	3	General Transfer Credit	
HIM 221: Procedural Coding, Evaluation & Management Services & HCPCS Coding	3	General Transfer Credit	
HIM 286: Medical Billing & Coding Career Preparation, Practicum & Co-op Experiences	6	General Transfer Credit	

**REQ'S FOR ENTRY INTO ELMS B.A. PROGRAM: Associate's degree, MTH 142, PSY 110, SOC 110 & 2.0 Average GPA.**

**\*\* Once Accepted at Elms College, students will start the B.A. in Healthcare Management Degree in their 3<sup>rd</sup> Year of classes.**

**\*\* Students will graduate with 61 credits from HCC's GIS contract for Medical Billing & Coding Certificate.**

**ELMS ACADEMIC GRADUATION PLAN  
HEALTHCARE MANAGEMENT BACHELOR OF ARTS PROGRAM  
(66 credits for last two years)  
OFF CAMPUS (Holyoke Community College) - OPTION # 1**

(Minimum of **42** Elms Credits and Minimum of **120 Credits** to Graduate w/ Baccalaureate Degree)

<b>3<sup>RD</sup> YEAR [30 Credits]</b>					
<b>Session 1 Fall 1 (6 Credits) (1<sup>ST</sup> ½ Semester)</b>	<b>Session 2 Fall 2 (6 Credits) (2<sup>ND</sup> ½ Semester)</b>	<b>Session 3 Spring 1 (6 Credits) (1<sup>ST</sup> ½ Semester)</b>	<b>Session 4 Spring 2 (6 Credits) (2<sup>ND</sup> ½ Semester)</b>	<b>Session 5 Summer 1 (6 Credits) (1<sup>ST</sup> ½ Semester)</b>	
HTH 200 Introduction to Healthcare (3 credits)	ACC 201 Accounting 1 (3 credits)	ACC 202 Accounting 2 (3 credits)	BUS 481 Career Preparation (3 credits)	BUS 260 Legal Environment of Business (3 credits)	
*BUS 221 Computer Applications (3 credits)	*BUS 242 Principles of Management (3 credits)	BUS 248 Global Business (3 credits)	*BUS 252 Principles of Marketing (3 credits)	** BUS 342: Managerial Communications (3 credits)	
<b>4<sup>TH</sup> YEAR [36 Credits]</b>					
<b>Session 6 Summer 2 (6 Credits) (2<sup>ND</sup> ½ Semester)</b>	<b>Session 7 Fall 1 (6 Credits) (1<sup>ST</sup> ½ Semester)</b>	<b>Session 8 Fall 2 (6 Credits) (2<sup>ND</sup> ½ semester)</b>	<b>Session 9 Spring 1 (6 Credits) (1<sup>ST</sup> ½ semester)</b>	<b>Session 10 Spring 2 (6 Credits) (2<sup>ND</sup> ½ Semester)</b>	<b>Session 11 Summer 1 (6 Credits) (1<sup>ST</sup> ½ Semester)</b>
HTH 250Operations in Healthcare (3 credits)	BUS 345 Human Resource Management (3 credits)	HTH 350 Critical Issues in the Administration of Healthcare (3 credits)	SOC 214 Sociology of Healthcare (3 credits)	LEG 311 Health Law (3 credits)	REL 340 Spirituality and Values in Healthcare (3 credits)
*ECN 211 Economics 1 (3 credits)	ECN 212 Economics 2 (3 credits)	*PHI 248 Healthcare Ethics (3 credits)	*BUS 311 Principles of Financial Management (3 credits)	HTH 410 Capstone - Research and Leadership in Healthcare Portfolio (3 credits)	BUS 480 Business Strategy (3 credits)

**\*BUS 342: Managerial Communications in the Elms College Healthcare Management Degree Completion Program will NOT be waived. BUS 342 is a Communication Intensive course at Elms College with specific writing guidelines set by the college.**

\*Courses with an asterisk (shaded in Light Green) are offered at the reduced rate.

- **15 hours of community service are required for this program.**

\*\* Completion time for 3<sup>rd</sup> & 4<sup>th</sup> years at Elms = about 22 months. Estimated cost for last 2 years is approximately \$28,500 based on 2014-2015 rates. **TUITION IS UPDATED ON JULY 1<sup>ST</sup> EACH YEAR.**

**HCC CLASS ELIGIBILITY LISTS for GENERAL EDUCATION & ELMS REQUIREMENTS:**

**LAB SCIENCE REQUIREMENT [D]:** Any 4 Credit Lab Science course, except BIO 111: Human Biology (because it waives HIM 107). Categories include: Astronomy (AST), Biology (BIO), Chemistry (CHM), Engineering/Robotics (EGR), Earth Science (ESC), Environmental Science (ENV), Forensic Science (FRS), Horticulture (HRT), Physics (PHS), Science, Engineering & Math (SEM) or Sustainability (SUS).

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES:**

**HOLYOKE COMMUNITY COLLEGE:**

**ELMS COLLEGE:**

ACC 111: Principles of Accounting I (3 credits)	ACC 201: Accounting I (3 credits)
ACC 112: Principles of Accounting II (3 credits)	ACC 202: Accounting II (3 credits)
BUS 115: Business Applications (3 credits)	BUS 221: Computer Applications (3 credits)
BUS 245: Introduction to International Business (3 credits)	BUS 248: Global Business (3 credits)
ECN 101: Introduction to Macroeconomics (3 credits)	ECN 211: Macroeconomics (3 credits)
ECN 102: Introduction to Microeconomics (3 credits)	ECN 212: Microeconomics (3 credits)
LAW 211: Business Law (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 230: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 240: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

\*Students can have a maximum total of 5 (3 Credit) classes [15 Credits Total] Transferred from this acceptable Transfer list from HCC to Elms for the Off Campus (Holyoke) or Online completion Options. Up to a total of 17 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.

\*Students can have a maximum total of 4 (3 Credit) classes [12 Credits Total] Transferred from this acceptable Transfer list from HCC to Elms for the Main Campus (Chicopee) completion Option. Up to a total of 14 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.