

**MEMORANDUM OF UNDERSTANDING**  
**HARFORD COMMUNITY COLLEGE & TOWSON UNIVERSITY**  
**September 19, 2018**

**Allied Health B.T.P.S. Degree**

Harford Community College, Bel Air, Maryland, and Towson University, agree to follow the articulation of courses outlined in the articulation (course equivalency) document, for completion of requirements for the Bachelor of Technical or Professional Studies degree in Allied Health (Attachment A), which is attached to, and incorporated by reference into, this Memorandum of Understanding (MOU). The following principles guide the operation of this MOU, with the requirements for transfer in specific curricula set forth in Attachment A.

1. Towson University will accept a maximum number of 64 credits from Harford Community College as outlined in the Attachment A. The number of transferable credits specific to this program is reflected in Attachment A.
2. Students who have completed the Associate of Applied Science Degree in Medical Assisting at Harford Community College may transfer into Towson University's Allied Health program with junior standing provided that the student has completed all courses identified on Attachment A (which is attached to, and incorporated by reference into, this MOU) with a cumulative GPA of 2.00 or higher. Courses completed at Harford Community College with 300 or 400 level Towson University course equivalencies will transfer as lower-level credit but will satisfy course content as indicated.
3. Only courses in which a grade of C (2.00) or better is earned will apply toward the major at Towson University.
4. In accordance with the MHEC transfer policy pertaining to general education requirements, Towson University will accept the completion of Harford Community College's general education requirements (GenEds) and students will be required to complete courses at Towson University to satisfy the remaining *University Core* requirements as shown in Attachment A.
5. Towson University recognizes college-level experiential learning gained through previous work, military and/or volunteer service or life experience. Credit for prior learning may also be established through course challenge or standardized credit by examination.
6. Harford Community College students transferring to Towson University will be given every consideration for financial aid and will be eligible to compete for academic scholarships upon entrance to Towson University subject to stated scholarship deadlines.
7. Both Harford Community College and Towson University agree to work together to facilitate the transfer of students from Harford Community College to Towson University to work cooperatively to insure the high quality of the programs at the respective

institutions. Transfer of students will be in accordance with policies and procedures of both institutions, as they may be amended from time to time.

8. This MOU will be in effect initially for ten years, beginning *fall 2018*, with a review every two years by both parties. Any revisions the parties deem necessary must be evidenced in writing and signed by the authorized officials of each institution. The MOU may be terminated by either party for due cause and after adequate notice of not less than six months is given to the other party.
9. Towson University will establish procedures to provide information on the academic progress of Harford Community College students enrolled as part of this MOU.
10. This MOU, when signed, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings between the parties respecting the matter hereof.

HARFORD COMMUNITY COLLEGE AND TOWSON UNIVERSITY



**Dr. Steven Thomas**  
Vice President for  
Academic Affairs

Date 9.27.2018



**Dr. David Vanko**  
Interim Provost and Executive Vice-President  
of Academic Affairs

Date 9 Oct 18

**HARFORD COMMUNITY COLLEGE – MEDICAL ASSISTING A.A.S DEGREE**  
**TOWSON UNIVERSITY – ALLIED HEALTH B.T.P.S. DEGREE**

HARFORD COMMUNITY COLLEGE			TOWSON UNIVERSITY			
COURSE #	COURSE TITLE	CR	TU EQUIVALENCY	CORE	COMMENTS	COURSE ID#
ENG 101	English Composition (GE)	3	<i>TSEM 102 (waived)</i> ENGL 102	1.	<i>Towson Seminar</i> English Composition	13192
MATH	Mathematics Gen Ed Elective (GM) [See Page 2.]	3-4	Depends on choice.	2.	Mathematics	2348
CIS 102	Introduction to Information Science (GI)	3	COSC 111	3.	Creativity & Creative Development	13369
CMST 101 <i>or</i> CMST 105	Speech Fundamentals (GI) <i>or</i> Interpersonal Communication (GI)(D)	3	COMM 131 COMM 215	4.	Arts & Humanities	1221** 1233**
PSY 101	General Psychology (GB)	3	PSYC 101	5.	Social & Behavioral Sciences	7117
BIO 108 & BIO 116 <i>or</i> BIO 203	Human Body in Health & Disease (GS) + Lab (GL) <i>or</i> Anatomy and Physiology I (GL)	4	BIO 10L <i>or</i> BIO 221 & 221L	6.	Biological & Physical Science w/Lab	11197
General Elective <i>or</i> BIO 204	Gen Ed Science Course (GS/GL) <i>or</i> Anatomy and Physiology II (GL) [See Page 2.]	3-4	Depends on choice <i>or</i> BIO 222 & 222L	7.	Biological & Physical Science	13248** & 13249**
SOC 101	Introduction to Sociology (GB) (D)	3	SOCI 101	8.	Advanced Writing Seminar	13250** & 13251**
AH	Arts/Humanities Gen Ed Elective (GH)	3	Depends on choice.	9.	Metropolitan Perspectives	13367
AHS 101	Medical Terminology and Ethics	3	FMST 140	10.	The United States as a Nation	
<b>Total Applied to TU Core</b>		<b>28-29</b>		11.	Global Perspectives	
MAS 120	Medical Assisting Fundamentals	3	USEL TLL	12.	Diversity & Difference	
MAS 122	Clinical Medical Assistant I	3	USEL TLL	13.	Ethical Issues & Perspectives	12450**
OS 135	Medical Office Systems	3	USEL TLL			10792
MAS 124	Clinical Medical Assistant I	4	USEL TLL			10792
MAS 126	Medical Billing	2	USEL TLL			10792
MAS 127	Medical Coding	3	USEL TLL			10792
MAS 200	Laboratory Procedures for Medical Assistant	3	USEL TLL			10792
MAS 202	Pharmacology for the Medical Assistant	3	USEL TLL			10792
MAS 210	Medical Assisting Practicum	4	USEL TLL			10792
PE	Physical Education Elective	1	PHEA TLL			10564
<b>Program Requirements at Harford CC</b>		<b>32-33</b>				
<b>Total Degree Requirements at Harford CC</b>		<b>60-62</b>				
<b>Maximum Units in Transfer</b>		<b>64</b>				

\*\*Requires Course Directive for Core placement.

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**Harford CC Course Selection:**

**GENERAL EDUCATION:**

- 1) Students planning to pursue the Science and Professional Preparation track in the Allied Health major should consider the following suggestions for their **Mathematics general education elective**:
  - a. Students may consider **MATH 109 Precalculus Mathematics** if they intend to complete PHYS elective options in the track.
  - b. Students may consider **MATH 216 Introduction to Statistics** as a possible elective option in the track. **NOTE:** All major track electives must be approved by an Allied Health advisor.

**PROGRAM ELECTIVE:**

- 1) The HCC catalog allows student to complete either a 4-credit science requirement (**BIO 108 and BIO 116**) or an 8-credit science requirement (**BIO 203 and BIO 204**). Depending on which science requirement they choose, students can fulfill an additional Core Curriculum requirement at TU:
  - a. Students who choose to complete **BIO 108 and 116** as their science requirement should choose to complete an approved **Biological/Physical Science (GS or GL) general education elective** as their **program elective** to satisfy an additional Core Curriculum requirement at TU. This course may be either a lab or non-lab science. Students who do not complete an approved general education science course as their program elective may be required to complete additional Core requirements at TU.
  - b. Students who choose **BIO 203 and BIO 204** do not need complete an additional general elective. Students who complete BIO 204 will satisfy the Core 8 Biological and Physical Science requirement at TU.

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**DEGREE REQUIREMENTS TO BE COMPLETED AT TU**

**CORE CURRICULUM REQUIREMENTS**

**9-13 units**

Core 8	Biological and Physical Sciences (Lab or Non-Lab) <b>(If not taken at HCC)</b>	(3-4 units)
Core 9	Advanced Writing Seminar (AHLT 440)	3 units
Core 11	The United States as a Nation (HLTH 207)	3 units
Core 13	Diversity and Difference (NURS 416)	3 units

**REQUIRED COURSES (ALL TRACKS)**

**9 units**

HLTH 207	Health Care in the U.S.	(Counted above)	<b>Core 11 The U.S. as a Nation</b>
AHLT 310	Management for the Allied Health Professional	3 units	
OR AHLT 311	Human Resource Management for Allied Health Professionals		
AHLT 320	Understanding Evidence-Based Practice	3 units	<b>Core 9 Advanced Writing Seminar</b>
AHLT 440	Professional Issues in Allied Health	(3 units)	
AHLT 445	Research Methods in Interprofessional Health Studies	3 units	<b>Core 13 Diversity &amp; Difference</b>
NURS 416	Cultural Diversity in Health Care	(Counted above)	

**REQUIRED FOR TRACK**

**18 units**

HCMN 441	Legal and Ethical Issues in Health Administration	3 units
OR PHIL 361	Biomedical Ethics	
AHLT 450	Capstone in Allied Health	3 units
Track Electives		12 units

**NOTE:** Students choose one of six tracks: Administration and Management, Advanced Respiratory Therapy, Education, Family Studies, Health Promotion, Wellness, Prevention & Community Health Education, or Science and Professional Preparation. A list of possible course electives for each track is available in the TU catalog. Other course selections are possible, subject to the approval of the program director. All students will complete an ethics course and a capstone course; the required ethics course varies by track. Each student's program of study and the courses they choose must be approved by an Allied Health advisor.

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**TOTAL UNITS TO B.T.P.S. DEGREE: 120 UNITS**

Harford CC Medical Assisting A.A.S. Degree	64
Completion of Core Curriculum at TU	9-13
TU Allied Health Major	27
General Electives	16-20

**ADDITIONAL BACHELOR'S DEGREE REQUIREMENTS:**

- A C (2.0) or higher is required in all major courses.
- A cumulative grade point average (GPA) of 2.0 is required.
- 32 units of the bachelor's degree must be completed at the upper level (courses numbered 300 or above).