

**Winona State University (WSU) Public Health Program (BS)  
and  
St Ambrose University (SAU) Master of Public Health (MPH)  
Memorandum of Understanding**

By this Memorandum of Understanding (MOU), Winona State University (WSU) and St. Ambrose University (SAU) agree to pursue a program facilitating WSU public health undergraduate students' matriculation into an on-line Masters of Public Health program offered by SAU.

Under this program, qualified WSU public health majors admitted to the MPH program at SAU will complete a total of three SAU on-line classes during year three and year four of the WSU Public Health undergraduate program (see accompanying major maps). These classes will count as elective classes for the WSU undergraduate Public Health major and, at the same time, will count towards the Masters in Public Health program offered by SAU.

This program allows students to finish the undergraduate and the masters program in five years instead of six (based on full-time enrollment), saving them tuition costs and allowing them to advance more quickly in their education and professional careers.

**Part 1. Purpose of MOU.** This MOU specifies the practices for accepting credit for MPH courses from SAU transferred into WSU. It is adopted in accordance with MnSCU Procedure 3.21.1 on Undergraduate Course Credit Transfer. WSU is accredited by the Higher Learning Commission (HLC). SAU is accredited by the Higher Learning Commission and their MPH program is also in the process of being accredited by the CEPH (Council on Education for Public Health). Continued participation in this MOU requires each institution to retain its respective accreditation.

**Part 2. Limitation of MOU.** This MOU is limited to students enrolled in the Public Health program at WSU and accepted into the Masters in Public Health program at SAU.

**Part 3. Determining Transfer of Credits.** WSU agrees to accept 9 transfer credits from the SAU Masters in Public Health Program as elective classes in the undergraduate public health program. WSU will apply these credits to satisfy requirements toward completion of the student's undergraduate degree. WSU will accept no more than 9 such credits. Credits in transfer do not count as resident credits at WSU.

By this agreement, the following SAU MPH courses will be accepted as electives for the BS – Public health program:

MPH 510 – Public Health Concepts and Principles  
MPH 530 – Qualitative Research

## MPH 515 – Health Promotion

By this agreement, SAU agrees to accept the transfer of WSU's HERS 503 (Graduate Level) Epidemiology in lieu of MPH 520 – Epidemiology.

**Part 4. Recording and Dissemination of Credit.** WSU will be responsible for entering information about the transferred courses into its Degree Audit Reporting System (DARS). WSU will publish information for transferring credits through this MOU in its print and electronic media catalog, relevant transfer-related publications, and, if applicable, on the Minnesota Transfer website.

**Part 5. Student Responsibility.** The student is responsible for completing all of WSU's requirements for awarding the undergraduate degree. In addition, the student must complete all of SAU's requirements for awarding the MPH degree.

### **Part 6. Admission to SAU.**

- a) SAU has sole discretion to decide whether students enrolled in the WSU Public Health Program meet its requirements to be admitted to the Masters of Public Health program.
- b) WSU students who wish to be accepted into the MPH program at SAU should apply to SAU for acceptance at the end of their sophomore (2<sup>nd</sup>) year.
- c) In order to be considered for acceptance into the SAU MPH program, WSU students must be enrolled in the Public Health BS program (in either the PHEP, PHCH or PHHA majors) at WSU and have at least a 3.0 GPA.
- d) Students accepted into the MPH program at SAU during their under-graduate program at WSU are subject to all SAU policies and procedures as well as all of WSU's policies and procedures.

**Part 7. Grade Requirements.** In order to transfer a course(s), the student must be awarded a grade of C- or better from SAU. No letter grades will transfer to WSU and the courses will not count toward calculation of the student's undergraduate GPA. WSU has no role in determining how SAU awards its grades, and any grade challenges or complaints against SAU must be resolved according to SAU policies and procedures.

**Part 8. Transfer Appeal.** WSU will accept transfer credits in accordance with the rules outlined in this document. In the event that a student is not satisfied with WSU's transfer decision, the student may appeal it according to the university's established procedures. If the student is not satisfied with the university's transfer appeal decision, the student may submit a request to the MN State Senior Vice Chancellor of Academic and Student Affairs for a system level transfer appeal, which will be undertaken according to the system's established procedures.

**Part 9. Student Financial Aid and Tuition.** Students enrolled at SAU are eligible for undergraduate financial aid while they are undergraduate students completing their undergraduate degree in Public Health. Students applying for financial aid after receiving their undergraduate degree from WSU must follow the procedures established by SAU. Students

enrolled at SAU are responsible for paying all SAU's usual tuition and fees, minus any scholarship money awarded to the students by SAU.

**Part 10. Changes to, or Termination of, MOU.**

- a) The terms of this MOU may be altered at any time by mutual agreement in writing.
- b) Either party has the right to terminate this MOU upon written notice of one year. Such termination shall not affect students already accepted by SAU and WSU pursuant to this agreement.

IN WITNESS WHEREOF, the parties have approved and executed this MOU on the 11<sup>th</sup> day of October, 2019.

This MOU is valid for five years from the above date and it may be renewed after completion of the initial five-year period, subject to agreement of both parties.

**APPROVED BY:**

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