



## Pathways Transfer Articulation Agreement

Associate Degree (A.A.S.) in Business Administration to Bachelor of Science in Business, Management and Economics with a concentration in Business Administration

Empire State College (ESC), and Herkimer County Community College (HCCC), both of the State University of New York, agree to develop a Pathways Transfer Agreement in Business Administration. The agreement is designed to support transfer students, including those from HCCC's Internet Academy, during their transition to Empire State College, and:

- Ease the transition process for HCCC graduates to an educational model comprised of online courses, independent study, and small group seminars;
- Ensure a smooth transfer for HCCC graduates to Empire State College;
- Provide an affordable and convenient baccalaureate degree option for HCCC graduates who want to remain close to their homes and/or community;
- Provide clear guidelines for HCCC graduates to follow during the transition.

Empire State College will offer A.A.S. degree graduates in Business Administration from Herkimer County Community College an opportunity to participate in the Pathways Transfer Program into a Bachelor of Science degree. HCCC graduates meeting ESC's admissions requirements will become Empire State College students upon admission.

### How the Pathways Transfer Program Works

During their first year at Empire State College, students in the Pathways Transfer Program may, with advisement, cross-register for additional credits at Herkimer County Community College beyond the associates degree. These lower-division credits will be applicable to the baccalaureate degree program by satisfying SUNY General Education requirements or needed pre-requisite courses. Up to 80 total credits can be transferred in from HCCC, leaving at least 45 upper-level credits to be completed at Empire State College. This includes 24 upper-level credits within the Business Administration concentration, consistent with the College's requirements for a bachelor's degree. Each participating student will be able to transfer all credits earned as part of their associate's degree to Empire State College, as long as they fit into the student's designed bachelor's degree program.

As part of the agreement, Empire State College will provide the following: (1) individual educational planning and mentoring for all Business Administration students, (2) outreach to

faculty and transfer office staff at Herkimer County Community College to provide program information, and (3) offer information sessions for students at HCCC, at Empire State College locations, and online.

Herkimer County Community College agrees to provide: (1) access for cross-registered Pathways transfer students to campus facilities and resources (i.e. Library, academic support, computer labs), (2) promotion of the program on campus to current students, faculty advisors, and alumni, and (3) to include this transfer agreement in any college publications where such agreements are listed (i.e. college catalog, website, transfer office brochures).

Business Administration students may enroll at Empire State College on a full or part-time basis. With advisement from their faculty mentor at ESC, students may elect to design a degree program similar to the sample provided on page 4.

This agreement becomes effective when all signatures are affixed, and remains in effect for five years from that date (of last signature). The agreement may be amended or renewed by mutual agreement and will be formalized via revision of this agreement.

### Sample Degree Plan

Please refer to Appendix A for a sample degree plan.

### For Further Information

For Online students:

Kelly Mollica  
Outreach Specialist  
Center for Distance Learning  
SUNY Empire State College  
518-587-2968  
Kelly.Mollica@esc.edu

For in-person studies in Utica or Syracuse:

Heather Howard  
Outreach and Recruitment Specialist  
Central New York Center  
SUNY Empire State College  
315-460-3155  
Heather.Howard@esc.edu


Henry Testa  
Associate Dean of Academic Affairs -  
Business, Health, Science & Technology  
Herkimer County Community College  
315-866-0300 ext 8240  
testahp@herkimer.edu

Signatures to the Agreement

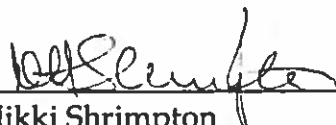
**EMPIRE STATE COLLEGE**

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Deborah Amory  
Acting Provost

8/14/13  
Date

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Thomas Mackey  
Dean, Center for Distance Learning

8/30/13  
Date

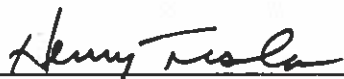
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Nikki Shrimpton  
Dean, Central New York Center

9/1/13  
Date

**HERKIMER COUNTY COMMUNITY COLLEGE**

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Michael Oriolo  
Dean of Academic Affairs

7-29-13  
Date

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\_\_\_\_\_  
Henry Testa  
Associate Dean of Academic Affairs  
Business, Health, Science and Technology

7-22-13  
Date

## Appendix A - Sample Degree Plan

Degree: Bachelor of Science  
 Area of Study: Business, Management and Economics  
 Concentration: Business Administration

### SUNY Herkimer County Community College – A.A.S. Business Administration

Business Organization & Management	3
Accounting I	4
Accounting II	3
Introduction to Marketing	3
Business Communications	3
Management Principles	3
Human Resource Management	3
* Introduction to Macroeconomics	3
Business Law I	3
Business Applications and Strategies	3
Labor Relations	3
Business Elective	3

* English I	3
First Year Student Seminar	1
Keyboarding Essentials	1
* Science Elective	3
* English II	3
Computer Applications I	3
* Mathematics Elective	3
* Social Science Elective	3
Physical Education Activity	1
Physical Education Activity	1
* Elective	3
Elective	3

Total Transcript Credit      65  
 Total Advanced Standing      65

### SUNY Empire State College (Sample Only)

+ International Business	4
+ Corporate Finance	4
*+ Organizational Behavior	4
+ Human Resource Management	4
*+ Diversity in the Workplace	4
+ Management Information Systems	4
*+ Business Ethics	4
+ Business Policy	4
* Microeconomics	4

*+ Educational Planning	4
* Statistics	4
*+ Quantitative Methods for Managers	4
*+ General Education Elective	4
*+ General Education Elective	4
*+ Electives	7

(\*) Liberal Studies      (+) Advanced Level

Total Empire State College Credit      63  
 Degree Program Total      128

Note – Courses at Empire State College can be taken through the online program or a combination of contracts through any regional location across New York State. This is a sample only and additional options are available.

**Addendum B**  
**Empire State College Policies and Procedures for Transfer**

1. Students successfully completing degree requirements for an A.A., A.S., or A.A.S. and transferring in the entire associate degree will be able to transfer to Empire State College all credit earned for the associate degree, including "D" grades that are part of the completed degree. If the entire associate degree is not used toward the Empire State College degree program, "D" grades are not transferable.
2. The maximum advanced standing allowed toward a bachelor's degree is 96 credits, which means that students must complete at least 32 credits at Empire State College.
3. Any courses taken at Herkimer County Community College beyond the associate degree will be evaluated for transfer separately from the associate degree based on Empire State College's advance standing policies.
4. There is no statute of limitations regarding the age of acceptable learning substantiated by transcript except in some areas, technologies and science for instance, where that learning may be outmoded and may not be accepted if it is crucial to the structure of a degree program concentration.
5. Students earning a bachelor's degree from Empire State College must fulfill all graduation requirements, which include completing 45 advanced-level credits of which 24 are in the concentration and 30 general education credits across ten designated areas.
6. All students need to complete the application process and meet all admissions criteria before being accepted to Empire State College. Students must submit the Empire State College Application for Admission form along with an official transcript of their completed course work to the Office of Admissions, Empire State College, 2 Union Avenue, Saratoga Springs, NY 12866. These forms can be found at [www.esc.edu/admissions](http://www.esc.edu/admissions).