



**ARTICULATION AGREEMENT FOR THE TRANSFER OF STUDENTS FROM  
LONG ISLAND BUSINESS INSTITUTE INTO THE BACHELOR'S DEGREE PROGRAMS AT  
STATE UNIVERSITY OF NEW YORK - EMPIRE STATE COLLEGE**

***Introduction***

This articulation agreement assures that students completing an Associate of Occupational Studies (AOS) degree at Long Island Business Institute (LIBI) are able to transfer to SUNY Empire State College (ESC). This articulation agreement establishes procedures for graduates of Long Island Business Institute to obtain the appropriate bachelor's degree (BA, BS, and BPS) at Empire State College.

***Objectives of the Agreement***

1. To promote a seamless transfer of qualified (i.e. successful completion of all Empire State College admissions requirements) transfer students from Long Island Business Institute into a bachelor's degree program at Empire State College.
2. To provide specific information for transfer students intending to pursue a bachelor's degree at Empire State College.
3. To provide Long Island Business Institute students the ability to individually design their degree program using State University of New York and Empire State College guidelines to incorporate their own professional, educational and personal goals, regardless of their mode of study, once matriculated with Empire State College.

***Terms of Agreement***

1. Empire State College agrees, for those students who successfully complete an AOS degree at Long Island Business Institute and meet Empire State College's admissions requirements, to accept the courses included in Long Island Business Institute's programs that have been successfully completed at a grade of C or better, into a bachelor's degree as long as those credits fit into an approved degree program.
2. For students who have not completed an associate degree program, courses will be evaluated on a course-by-course basis.
3. All transfer credits are subject to faculty approval.
4. Long Island Business Institute students have the ability to transfer in up to 93 total credits (79 credits at the lower-level, including the completed associate degree) towards a bachelor's degree through transcript credit, pre-evaluated credit (e.g. ACE, NCCRS) and prior learning assessment, as long as those credits fit into an approved degree program. Additional details are found in the Academic Guidelines section of this agreement.
5. Each college agrees to give the widest possible publicity to the establishment of this agreement, such as inclusion of procedures and descriptions in catalogs, bulletins and webpages of each school. This literature clearly specifies the persons or offices to contact at each institution. Long Island Business Institute agrees to advise interested students of the provisions of this agreement. In addition, advisors from Empire State College shall be available at appropriate

times to explain educational opportunities available to students and provide transfer information.

6. This agreement becomes effective when all signatures are affixed and remains in effect for five years from that date (of last signature). Matters of concern that affect this articulation agreement should be brought to the attention of the Director of Academic Development in the Office of Academic Affairs at Empire State College, and the Executive Director of Academic Operations and Student Services at Long Island Business Institute for discussion and amendments. The agreement may be amended or renewed by mutual agreement in writing.
7. Either Party may terminate this agreement with 30 days advance notice, in writing, certified mail return receipt required.
8. Each Party shall comply with applicable law and accreditation standards and policies in performing its obligations under this agreement.
9. This agreement is not exclusive to Long Island Business Institute.
10. Empire State College and Long Island Business Institute agree that each is acting independently of the other, that they are not joint ventures, and that neither party is an agent of the other.

### ***Guidelines of the Agreement***

1. Empire State College agrees to accept courses included in the AOS programs with the expectation that these credits fit into an approved degree program. Any courses taken at Long Island Business Institute beyond the AOS degree will be evaluated for transfer based on Empire State College's advanced standing policies. Courses taken within the AOS degree at Long Island Business Institute must receive a grade of C or higher. D grades will not be acceptable based on this agreement.
2. The maximum advanced standing allowed toward a bachelor's degree is 93 credits, which means that students must complete minimally 31 credits in residence towards a 124 credit bachelor's degree at Empire State College (see Academic Guidelines section for more details).
3. Any courses taken at Long Island Business Institute 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 will be given the opportunity to complete all requirements for the bachelor's degree in a closely related area of concentration. For students who have completed associate degrees that are not closely related to the bachelor's degree area of study, additional studies may be required to complete their degrees and, in these cases, transcripts will be evaluated on a course-by-course basis to achieve maximum transferability.
6. All students need to complete the application process and meet all admissions criteria before being accepted to Empire State College.
7. Empire State College will provide pre-enrollment advising and/or information sessions onsite and online as appropriate.
8. Long Island Business Institute will notify Empire State College of any substantive changes and/or alterations of the existing program; and/or modifications related to accreditation status and/or program registration with registry agencies, if any, within thirty days of initial notification.

## Academic Guidelines

At Empire State College, students self-design their associate or bachelor's degree using approved area of study guidelines and the State University of New York and Empire State College degree requirements. Students pursuing a degree at SUNY Empire State College through this agreement work with an assigned faculty mentor to determine the most appropriate degree for their interests and goals and to determine how best to apply the advanced standing credits and design their degree. Students are encouraged to complete the degree planning process as soon as possible after matriculating at Empire State College, however, it must be completed before the last 16 credits of their program.

Students may use up to 93 advanced standing credits toward the bachelor's degree requirement. Students must complete a minimum of 31 credits in residence for a bachelor's degree at Empire State College. Up to half of these credits can be arranged to be completed through a cross-registration at another regionally accredited college or university.

Possible sources of additional Advanced Standing Credits:

- Individualized Prior Learning Assessment<sup>1</sup>
- Transcript Credit from a Regionally Accredited College or University
- Standardized Exams, such as CLEP or other exams<sup>2</sup>
- Military Credit Evaluated by the American Council on Education (ACE)
- Other (see Empire State College's website for full list)<sup>3</sup>

**Table 1:**  
**Empire State College Bachelor's Degree Requirements**

Degree	Total Credits	Maximum Advanced Standing Credits	Minimum Empire State College Credits	Minimum Advanced Level Credits	Minimum Advanced Level Credits in your Concentration	Minimum Liberal Arts and Sciences Credits
B.A.	124	93	31	45	24	94
B.S.	124	93	31	45	24	62
B.P.S	124	93	31	45	24	32

- ❖ Area of Study and Concentration guidelines are used to structure the student's individualized degree program curriculum.
- ❖ To satisfy SUNY General Education requirements, every Empire State College bachelor's degree program must include at least 30 credits over seven general education knowledge and skill areas and include the areas of Mathematics and Basic Communication.
- ❖ Every student must take 4-8 credits in Educational Planning at Empire State College.

<sup>1</sup> Individualized Prior Learning Assessment (PLA) is credit awarded for verifiable college level learning acquired through work, life experience or independent study

<sup>2</sup> Standardized Exams such as CLEP and others:

[http://www.esc.edu/esonline/across\\_esc/assessment.nsf/3cc42a422514347a8525671d0049f395/1499f22e0590ed4b8525679700666de9?OpenDocument](http://www.esc.edu/esonline/across_esc/assessment.nsf/3cc42a422514347a8525671d0049f395/1499f22e0590ed4b8525679700666de9?OpenDocument)

<sup>3</sup> Other (see Empire State College's website for full list):

[http://www.esc.edu/esonline/across\\_esc/assessment.nsf/3cc42a422514347a8525671d0049f395/5e760d00c6303a4b852567970066838d?OpenDocument](http://www.esc.edu/esonline/across_esc/assessment.nsf/3cc42a422514347a8525671d0049f395/5e760d00c6303a4b852567970066838d?OpenDocument)

### ***General Information***

Further information about Empire State College may be obtained by calling the Student Information Center at (800) 847-3000 (8:30am-5pm, Monday-Friday).

All transfer students must submit the Empire State College Application for Admission form along with an official transcript of completed course work from all colleges previously attended 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).


### ***Contact Information***

**Long Island Business Institute**  
Anna Venturino  
Executive Director of Academic Operations and Student Services  
136-18 39<sup>th</sup> Avenue  
Flushing, NY 11354  
[aventurino@libi.edu](mailto:aventurino@libi.edu)  
(718) 939-5100 ext. 126

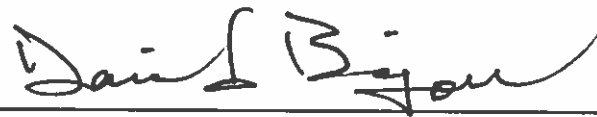
**Empire State College**  
Brian Goodale, Ph.D.  
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1 Union Avenue  
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(518) 587-2100 ext. 2580

**Signatures to the Agreement**

**EMPIRE STATE COLLEGE**

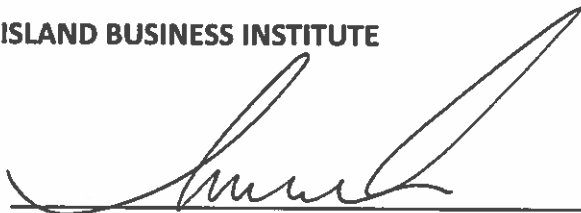
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Merodie Hancock  
President

8/3/17  
Date

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David Bejou  
Provost and Executive Vice President for Academic Affairs

7/31/17  
Date

**LONG ISLAND BUSINESS INSTITUTE**

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\_\_\_\_\_  
Monica Foote  
President

7/27/17  
Date

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Stacey Johnson  
Provost

7/27/17  
Date