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## Pathways<sup>1</sup> Transfer Agreement in Business Administration

Associate in Arts Degree (A.A.) in  
Business Administration to a Bachelor of Science (B.S.) in  
Business, Management & Economics with Concentrations in  
Accounting, Business Administration, Economics,  
Finance, Human Resources, Management, and Marketing

### A. Sending and receiving Institutions

Sending College: CUNY Guttman Community College  
Program: Business Administration  
Degree: Associate in Arts (A.A.)

Receiving College: SUNY Empire State College  
Program: Business, Management & Economics  
Degree: Bachelor of Science (B.S.)  
Concentrations: Accounting, Business Administration, Economics,  
Finance, Human Resources, Management, and Marketing

### B. Partnership Information & Admissions Requirements

Empire State College (ESC), of the State University of New York, and Stella and Charles Guttman Community College (GCC), of the City University of New York, agree to develop a Pathways Transfer Agreement in Business, Management and Economics. The agreement is designed to support transfer students during their transition to Empire State College, and:

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

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<sup>1</sup> “Pathways” in this document refers to the ESC Transfer Partnership program, not the City University of New York General Education framework.

ESC will offer A.A. degree graduates in GCC's Business Administration program an opportunity to participate in the Pathways Transfer Program into a Bachelor of Science degree. GCC graduates meeting ESC's admissions requirements will become ESC 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 Guttman Community College beyond the associate's degree. These lower-level credits will be applicable to the baccalaureate degree program by satisfying SUNY General Education requirements or needed pre-requisite courses. Up to 79 total lower-level credits can be transferred in from GCC, leaving at least 45 upper-level credits to be completed at Empire State College. This includes 24 upper-level credits within one of the Business, Management and Economics concentrations, 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.

Business Administration (A.A.) 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 one of the sample concentrations provided on pages 3-5.

### **C. Transfer Credit Awarded**

GCC graduates who complete the Associate in Arts (A.A.) degree in Business Administration will receive 60 credits toward the Bachelor of Science (B.S.) degree in Business, Management and Economics at ESC with a concentration in Accounting, Business Administration, Economics, Finance, Human Resources, Marketing, or Management

<b>ESC-SUNY Knowledge Area</b>	<b>Guttman Courses</b>	<b>Credits</b>
Mathematics	MATH 120 – College Algebra & Trigonometry	3
Basic Communication	ENGL 103 – Composition I	3
	ENGL 203 – Composition II	3
Natural Sciences	BIOL 122 – Intro to Biology: Life in NYC	3
	CHEM 110 – Introduction to Chemistry	3
Social Sciences	SOSC 111 – Ethnographies of Work I	3
	SOSC 113 – Ethnographies of Work II	3
Western Civilization	LASC 101 – City Seminar I	3
Humanities	LASC 102 – City Seminar II	3
The Arts	LASC 200 – The Arts in New York City	3
Information Management	INFT 203 – Introduction to MIS	3
Economics	ECON 201 – Macroeconomics	3
	ECON 203 – Microeconomics	3
	ECON 204 – Contemporary Economic Issues	3
Ethics & Social Responsibility	BUSI 201 – Business Law and Ethics	3

Quantitative Skills	MATH 103 – Statistics (or MATH 103A Statistics A and MATH 103B Statistics B)	3
	MATH 201 – Precalculus	3
<b>Total</b>		<b>51</b>

Transferred for majors in Accounting, Business Administration, Finance, and Human Resource Management:

Introductory Accounting 1	ACCT 121 – Principles of Accounting I	3
Introductory Accounting 2	ACCT 223 – Principles of Accounting II	3
Open elective	BUSI 102 – Introduction to Business	3
<b>Total</b>		<b>9</b>

Transferred for majors in Economics, Marketing, and Management:

Open elective	ACCT 121 – Principles of Accounting I	3
Open elective	ACCT 223 – Principles of Accounting II	3
Open elective	BUSI 102 – Introduction to Business	3
<b>Total</b>		<b>9</b>

<b>Total Guttman CC Credits Transferred</b>	<b>60</b>
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#### D. Upper-Level Courses for the B.S. degree in Business, Management and Economics

The following illustrates a sample distribution of upper-level courses for GCC transfer students into the Business, Management and Economics B.S. degree program at ESC.

Courses for BME transfer students:

	<b>Minimum Credits</b>
Liberal Arts and Sciences	19
BME Requirements	
Communication Skills	4
Understanding People in an Organizational Context	4
Understanding Organizations within a Broader Context	4
Educational Planning	4
Concentration and electives (see samples below)	29
<b>Total</b>	<b>64</b>

**1. Concentration: Accounting (sample only)**

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Auditing	4
Advanced Accounting	4
Corporate Finance	4
Cost Accounting	4
Federal Income Tax	4
Intermediate Accounting	4
Electives	5
<b>Subtotal</b>	<b>29</b>

**2. Concentration: Business Administration (sample only)**

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Corporate Finance	4
Managerial Leadership	4
Marketing Management	4
International Business and Management	4
Corporate Social Responsibility	4
Strategic Management (capstone)	4
Electives	5
<b>Subtotal</b>	<b>29</b>

**3. Concentration: Economics (sample only)**

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Comparative Economics	4
International Political Economy	4
Business, Government and Society	4
Investing	4
Money and Banking	4
Quantitative Methods for Management	4
Electives	5
<b>Subtotal</b>	<b>29</b>

**4. Concentration: Finance (sample only)**

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Security Analysis and Portfolio Management	4
Public Finance and Budgeting	4
International Finance	4
Corporate Finance	4
Business Ethics	4
Operations Management	4
Electives	5
<b>Subtotal</b>	<b>29</b>

### 5. Concentration: Human Resources (sample only)

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Human Resource Management and Development	4
Business Ethics	4
Compensation, Organizational Strategy and Performance	4
Labor and Management Relations	4
Staffing the Organization	4
Diversity in the Workplace	4
Electives	5
<b>Subtotal</b>	<b>29</b>

### 6. Concentration: Management (sample only)

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Legal Environments of Business I	4
International Cross Cultural Management	4
Organizational Behavior	4
Diversity in the Workplace	4
Strategic Management	4
Managerial Decision Making	4
Electives	5
<b>Subtotal</b>	<b>29</b>

### 7. Concentration: Marketing (sample only)

<b>Minimum upper-level credits in the concentration</b>	<b>24</b>
Consumer and Buyer Behavior	4
Marketing Communications	4
Marketing Management and Strategy	4
Marketing Research	4
International Marketing	4
Diversity in the Workplace	4
Electives	5
<b>Subtotal</b>	<b>29</b>

## E. Articulation Agreement Follow-Up Procedures

### 1. Procedures for reviewing, updating, modifying or terminating agreement:

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. In addition, when either of the degree programs involved in this agreement undergoes a change, the agreement will be reviewed and revised accordingly by faculty from each institution's respective departments or programs, as selected by their Chairpersons and/or program directors.

**2. Sending and receiving college procedures for publicizing agreement (e.g., college catalogs, transfer advisers, websites, etc.):**

- Both institutions agree to publicize this articulation agreement on their respective websites.
- Transfer advisers at GCC will promote this agreement with eligible students, faculty advisers, and alumni.
- ESC will provide information sessions for interested students at GCC, at an ESC location, or online.
- ESC will provide outreach to faculty and transfer counseling staff at GCC.

**F. For Further Information**

**SUNY Empire State College**  
Christopher Rolley  
Senior Recruitment and Outreach Coordinator  
Metropolitan Center  
(646) 230-1208  
[MetroEnroll@esc.edu](mailto:MetroEnroll@esc.edu)


**CUNY Guttman Community College**  
Naveen Seth  
Associate Professor, Business Administration  
(646) 313-8042  
[Naveen.Seth@guttman.cuny.edu](mailto:Naveen.Seth@guttman.cuny.edu)

**G. Signatures to the Agreement**


**Guttman Community College**

  
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Scott E. Evenbeck  
President

May 6, 2016  
Date

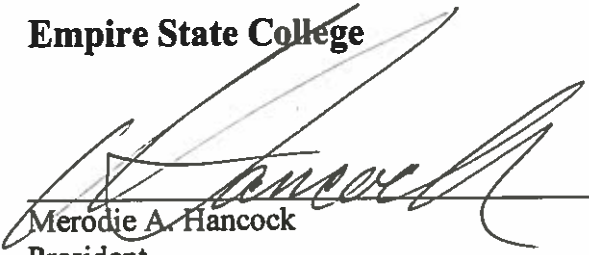
  
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Stuart Suss  
Interim Dean for Academic Affairs and Provost

5/9/2016  
Date


  
\_\_\_\_\_  
Patricia L. Price  
Dean of Academic Affairs

5/6/2016  
Date

**Empire State College**

  
\_\_\_\_\_  
Merodie A. Hancock  
President

6/1/2016  
Date

  
\_\_\_\_\_  
Alfred Ngome Ntoko  
Provost and Vice President for Academic Affairs

5/21/2016  
Date

  
\_\_\_\_\_  
Cynthia Ward  
Dean, Metropolitan Center

5/19/2016  
Date

## **Appendix A: 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 ESC 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 ESC degree program, “D” grades are not transferable.
2. The maximum advanced standing allowed toward a bachelor's degree is 93 credits, which means that students must complete at least 31 upper-level credits at ESC.
3. Any courses taken at GCC College beyond the associate degree will be evaluated for transfer separately from the associate degree based on ESC'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 ESC must fulfill all graduation requirements, which include completing 45 advanced-level credits of which 24 are in the concentration. SUNY also requires the completion of 30 general education credits across 7 of 10 designated areas, including mathematics and basic communication.
6. All students need to complete the application process and meet all admissions criteria before being accepted to ESC. Students must submit the ESC Application for Admission form along with an official transcript(s) 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).

Active, Reserve and Guard Army soldiers should apply and register through the GoArmyEd portal - <https://www.goarmyed.com>. Soldiers may contact the Office of Veteran and Military Education for assistance at [military.programs@esc.edu](mailto:military.programs@esc.edu) or 518-587-2100 ext. 2779.