

Pathways Transfer Articulation Agreement in Business Administration

Associate Degree (A.S.) in Business Administration
from Adirondack Community College
to a Bachelor of Science (B.S.) in Business Administration

Empire State College (ESC) and Adirondack Community College (SUNY Adirondack), both of the State University of New York, agree to enter into a Pathways Transfer Agreement in Business Administration. The agreement is designed to support transfer students during their transition to Empire State College, and:

- Ease the transition process for SUNY Adirondack graduates to an educational model comprised of online courses, independent study, blended learning, and small group seminars;
- Ensure a smooth transfer for SUNY Adirondack graduates to Empire State College;
- Provide an affordable and convenient baccalaureate degree option for SUNY Adirondack graduates who want to remain close to their homes and/or community;
- Provide clear guidelines for SUNY Adirondack graduates to follow during the transition.
- Mentor all Business Administration transfer students to maximize their transfer credits towards a baccalaureate degree.

Empire State College will offer A.S. degree graduates in Business Administration from SUNY Adirondack an opportunity to participate in the Pathways Transfer Program into a Bachelor of Science degree. Further, SUNY Adirondack graduates will be able to transfer all credits earned as part of their associate degree in Business Administration to ESC upon enrollment.

How the Pathways Transfer Program Works

During their first year at Empire State College, students in the Pathways Transfer Program may, with advisement, elect to cross-register for additional credits at SUNY Adirondack beyond the associate degree (up to a total of 79 lower-division credits). These lower-division credits will be applicable to the baccalaureate degree program by satisfying SUNY General Education requirements or needed pre-requisite courses.

Empire State College requires 124 credits for a bachelor's degree, of which SUNY Adirondack graduates must complete a minimum of 31 credits at Empire State College. A minimum of 45 upper-division credits, 24 of which must be in the concentration, are required consistent with Empire State College's requirements for a bachelor's degree. The remaining 79 lower-division credits can be transferred in through transcribed credit or prior learning assessment. Each participating student will be able to transfer all credits earned as part of their A.S. degree to Empire State College, as long as they fit into the student's designed bachelor's degree program (see Appendix B for additional details).

Benefits for SUNY Adirondack Transfer Students

Empire State College will provide the following benefits for participating SUNY Adirondack students:

- Waiver of the \$50 orientation fee
- Provision of a \$100 transfer scholarship in the first term of matriculated enrollment at Empire State College
- Guaranteed admission to a bachelor's degree program¹

To be eligible, SUNY Adirondack transfer students must have completed an associate degree within the last 3 years, or be in (or entering) their final semester of completing an associate degree.²

A unique application code for interested students to use during the admissions application process will be created by Empire State College and provided to appropriate staff members in the transfer advisement office at SUNY Adirondack for distribution.

Benefits for Employees of SUNY Adirondack

Employees of SUNY Adirondack may participate in the Pathways Transfer Program and become students at Empire State College by way of this agreement. Employees who hold an associate degree are eligible for the same benefits as are outlined above. Students who hold a bachelor's degree and are interested in a graduate degree program are also eligible for the benefits.³

To acquire the admission application code to access these benefits, please contact the transfer advisement office at SUNY Adirondack.

¹ Empire State College's Bachelor of Science in Nursing program is not included in the guaranteed admission option

² Note that this applies only to the completion date of the associate degree, and not when all of the courses within the degree were completed. Please refer to "Appendix B", item #4.

³ The guaranteed admission option does not apply for graduate degree and advanced certificate programs. Additional information can be found at www.esc.edu/graduate-studies/

Guidelines of the Agreement

As part of the agreement, Empire State College will provide the following: (1) individual educational planning and mentoring for all transferring Business Administration students, (2) outreach to faculty and transfer office staff at SUNY Adirondack to provide program information, and (3) offer information sessions for students at SUNY Adirondack, at Empire State College locations, and online.

SUNY Adirondack 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 A.S. to B.S. 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 one provided on page 5 (Appendix A).

Joint Admission Option

SUNY Adirondack and Empire State College have established a joint admission agreement where a single admission process enables new students to be admitted to both colleges simultaneously. This agreement stipulates that participating students who complete an A.S. in Business Administration at SUNY Adirondack may transfer to the B.S. in Business Administration at Empire State College without having to submit a transfer admission application. In addition, any application fees at either college will be waived for joint admission students.

Students who discover this joint admission option after enrolling at SUNY Adirondack may follow the traditional transfer process where they apply to an ESC bachelor's degree program upon completion of their associate degree program. All applicable benefits as outlined in this agreement will apply to these students.

For Further Information

Kelly Mollica
Recruiter - Office of Enrollment Management
SUNY Empire State College
111 West Avenue
Saratoga Springs, NY 12866-6048
(800) 847-3000 ext. 3043
CapitalEnroll@esc.edu

Douglas Gaulin
Assistant Professor of Counseling
SUNY Adirondack Community College
107F Warren Hall
640 Bay Road
Queensbury, NY 12804
(518) 743-2253
gaulind@sunyacc.edu

This agreement becomes effective when all signatures are affixed (as of last signature). The agreement may be amended or renewed by mutual agreement and will be formalized via revision of this agreement.

[SIGNATURE PAGE FOLLOWS]

Signatures to the Agreement

EMPIRE STATE COLLEGE



Jim Malatras
President

2/12/20

Date



Meg Benke
Provost and Executive Vice President for Academic Affairs

2/11/2020

Date



Julie Gedro
Associate Dean, School of Business

2/11/2020

Date

ADIRONDACK COMMUNITY COLLEGE



Kristine Duffy
President

2/4/20

Date



John Jablonski
Vice President for Academic Affairs

2/4/20

Date



John Arpey
Chair, Division of Business

2/1/20

Date

**Appendix A
Sample Degree Plan**

Degree: Bachelor of Science
Program: Business Administration

Adirondack Community College – Business Administration (A.S.)

PHI207 Business Ethics	3
CIS125 Office Productivity Software	3
BUS102 Principles of Management	3
BUS103 Principles of Marketing	3
BUS146 Financial Accounting	4
BUS147 Management Accounting	4
BUS201 Business Law I	3
BUS202 Business Law II	3
Elective	3

Freshman Experience	1-2
ENG101 Writing I	3
MAT 127 Introductory to Statistics and Probability	4
ANT101 Cultural Anthropology	3
ECO201 Principles of Macroeconomics	3
ECO202 Principles of Microeconomics	3
Gen Ed – Basic Communication elective	3
Gen Ed – elective	3
Gen Ed – Natural Science elective	3-4
Gen Ed – American History or Western Civilization	3
Liberal Arts and Sciences elective	3

Minimum SUNY Adirondack Credit 60
(Potential additional lower-division credits at SUNY Adirondack⁴ 19)

SUNY Empire State College (Sample Only, Upper-Division)

MGMT 3060 Organizational Behavior	4
MGMT 3050 Operations Management	4
MGMT 4035 Strategic Management	4
HRMS 3015 Human Resources Management	4
BUSN 3122 Management Information Systems	4
FSMA 3010 Corporate Finance	4
Business elective	4
Business elective	4
Business elective	4

Educational Planning	4
Electives	16
Liberal Arts and Sciences elective	4
Liberal Arts and Sciences elective	4

Total Empire State College Credit 64
Degree Program Total 124

⁴ Any of these 19 credits not completed at Adirondack Community College will be completed at Empire State College. Students should seek advisement from an ESC advisor in advance of selecting which courses to take to ensure they will fit into the baccalaureate degree plan.

Appendix B

Empire State College Policies and Procedures for Transfer

1. Students successfully completing degree requirements for an A.A., A.S., or 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 residency requirement for a 124 credit bachelor's degree is 31 credits. Students may transfer in up to the remaining 93 total credits (up to 79 lower-division credits) through transcribed credit and/or prior learning assessment.⁵ A student may exceed stated credit minimums in certain circumstances to preserve the integrity of components that meet degree requirements.
 3. Any courses taken at SUNY Adirondack 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 outdated 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. 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 Empire State College. Students must submit the Empire State College Application for Admission form along with an official transcript(s) of their completed course work to the Office of Admissions, Empire State College, 111 West Avenue, Saratoga Springs, NY 12866. These forms can be found at 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 or 518-587-2100 ext. 2779.
7. Both colleges acknowledge the confidential nature of student information that may be exchanged between them. As such, both colleges agree that this information must be kept secure, confidential, and only disclosed for academic reasons. Student information will not be shared with third parties, and all FERPA regulations will be adhered to.

⁵ Prior learning assessment includes NYSED approved degree granting institutions, Pre-evaluated credit (NCCRS, ACE, ESC PLE) and other approved sources. For full list visit: <http://www.esc.edu/degree-planning-academic-review/prior-learning-assessment/evaluation-prior-college-level-learning/>