



Pathways Transfer Articulation Agreement in Business Administration

Associate Degree (A.S.) in Business Administration
to a Bachelor of Science (B.S.) in Business Administration
(with guaranteed admission and MBA options)

Empire State College (SUNY Empire) and Broome Community College (SUNY Broome) 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 SUNY Empire, and:

- Ease the transition process for SUNY Broome graduates to an educational model that allows students to select courses which are online, independent studies, blended learning, and/or small group seminars;
- Ensure a smooth transfer for SUNY Broome graduates to SUNY Empire;
- Provide an affordable and convenient baccalaureate degree option for SUNY Broome graduates who want to remain close to their homes and/or community;
- Provide clear guidelines for SUNY Broome graduates to follow during the transition.

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

How the Pathways Transfer Program Works

During their first year at SUNY Empire, students in the Pathways Transfer Program may, with advisement, elect to cross-register for additional credits at SUNY Broome 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.

SUNY Empire requires 124 credits for a bachelor's degree, of which SUNY Broome graduates must complete a minimum of 31 credits at SUNY Empire. A minimum of 45 upper-division credits, 24 of which must be in the concentration, are required consistent with SUNY Empire'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 SUNY Empire, as

long as they fit into the student's designed bachelor's degree program (see Appendix B for additional details). Additional sources of advanced standing credits may include:

- Individualized Prior Learning Assessment (iPLA)
- Transcript credit from a regionally accredited college or university
- Standardized exams, such as CLEP or other exams
- Military credit evaluated by the American Council on Education (ACE)
- Licenses or training evaluated by SUNY Empire

Combined Bachelor's and MBA Degree Program Option

Students transferring to SUNY Empire who are also interested in pursuing a Master of Business Administration (MBA) in Business Management degree have the option of applying for a combined B.S. / MBA program¹. This option provides an accelerated path and reduced educational costs to completing both degrees.

Students who are enrolled in the combined degree program will incorporate 4 courses (up to 12 credits) of graduate coursework into their undergraduate degree plan. These four courses will consist of two core courses plus two courses in a selected track.

MBA – Business Management Tracks:

- Global Finance & Investment
- Healthcare Management
- Human Resource Management
- Information Technology Management
- Innovation Management & Entrepreneurship
- International Business
- Management
- Marketing
- Nonprofit Management
- Project Management

Interested students should notify their primary undergraduate mentor during their first term of enrollment at SUNY Empire. Further, to be considered for admission into a combined degree program, students must meet the following criteria:

- Completed at least 1 undergraduate semester at SUNY Empire
- Have successfully completed at least 60-credits of undergraduate coursework, including the prerequisite courses in statistics (3 credits), macroeconomics (3 credits), microeconomics (3 credits), and accounting (3 credits).
- Have a minimum GPA of 3.2 in the most recent 60 credits earned at the time of the application.

¹ Students would apply for the combined degree after transferring to SUNY Empire and completing at least 1 semester of undergraduate coursework.

Benefits for SUNY Broome Transfer Students

SUNY Empire will provide the following benefits for participating SUNY Broome students:

- Guaranteed admission to the Business Administration B.S. degree program
- Provision of a one-time \$100 *Better Together* transfer scholarship
- Waiver of the \$50 orientation fee
- Waiver of the admissions application essay

To be eligible, SUNY Broome transfer students must have completed an associate degree within the last 3 years, or be entering their final year of an associate degree program.² Once SUNY Empire receives the student's official transcript that indicates an earned associate degree, the transfer scholarship will be awarded.

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

Benefits for Active Military, Veterans, and Spouses

SUNY Empire has a long-standing commitment of supporting active military, veterans and family members, and enthusiastically pledges to maintain its commitment to provide the following benefits and services to military-aligned students, and as they may be amended from time to time by SUNY Empire:

- Pre-enrollment advising and an Evaluated Education Plan (EEP) with a review of anticipated transfer credits prior to enrollment
- Waive all mandatory fees for military members (active-duty, guard, reserve and veterans) along with their spouses. Waived fees include: orientation fee, college fee, student activity fee, technology fee, health and wellness fee, portfolio (assessment) fee, and program amendment fee.
- Individualized Prior Learning Assessment (iPLA) fees are waived for military members
- Support military-aligned students through Veterans Affairs (VA) and Tuition Assistance (TA) funding processes
- Access to the Office of Veteran and Military Education (OVME) and its dedicated resources to support student success all the way through to degree completion.

Guidelines of the Agreement

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

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 C", item #4.

faculty and transfer office staff at SUNY Broome to provide program information, and (3) offer information sessions for students at SUNY Broome, at SUNY Empire locations, and online.

SUNY Broome 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 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 SUNY Empire on a full or part-time basis. With advisement from their faculty mentor at SUNY Empire, students may elect to design a degree program similar to the one provided in Appendix A.

This agreement becomes effective when all signatures are affixed, as of the date of the last signature, and remains in effect for 5 years or until one or both institutions deem it necessary to terminate the Agreement. The agreement may be amended by mutual agreement and will be formalized via revision of this agreement.

For Further Information

SUNY Empire State College

Laura Jezsik
Student Services and Recruitment Specialist
Southern Tier and Finger Lakes regions
ROCenroll@esc.edu
(585) 224-3269

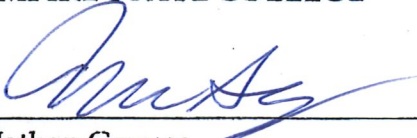
SUNY Broome

Valerie Carnegie
Chair, Career and Transfer Services
Bachelor Partnership Center
carnegievm@sunybroome.edu
(607) 778-5364

[Signature Page follows]

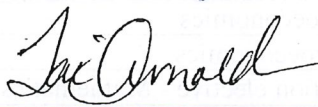
Signatures to the Agreement

SUNY EMPIRE STATE COLLEGE



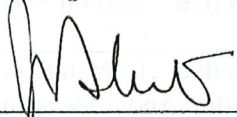
Dr. Nathan Gonyea
Officer in Charge

8/16/21
Date



Dr. Tai Arnold
Acting Provost

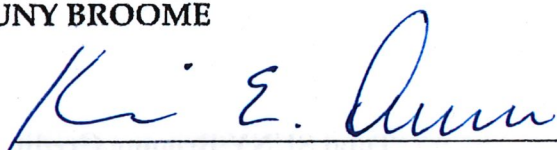
8/10/2021
Date



Dr. Julie Gedro
Dean, School of Business

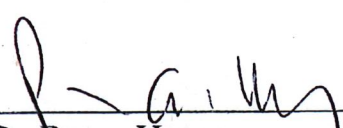
08/06/2021
Date

SUNY BROOME



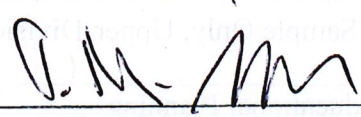
Dr. Kevin Drumm
President

7/14/2021
Date




Dr. Penny Haynes
Vice President for Academic Affairs

7/14/21
Date



Dr. Jeffrey Anderson
Associate Vice President and Dean
Liberal Arts, Business and Professional Studies

14 July 2021
Date



Gian Roma
Professor/Chairperson, Business Programs Department

07/14/2021
Date

Appendix A
Sample Degree Plan
Business Administration A.S. to B.S.

Degree: Bachelor of Science
 Program: Business Administration

SUNY Broome – Business Administration, A.S.

BUS 100 Financial Accounting I	4
BUS 101 Financial Accounting II	4
BUS 210 Managerial Accounting	4
BUS 122 Self-Management	3
BUS 118 Business Law I	3
BUS 120W Business Law II	3
BUS 246 Principles of Management or BUS 112 Quantitative Business Methods *	3
BUS 115 Business Statistics	3
BUS 141 Marketing	3
BIT 200 Spreadsheets with Business Applications	3
BUS 215 Managing Diversity in Organizations	3
BUS 116 International Business Environments	3

ENG 110 College Writing I	3
ECO 110 Microeconomics	3
ECO 111 Macroeconomics	3
General Education elective - Mathematics	3
General Education elective – U.S. History or Foreign Language	3
General Education elective – Natural Science with lab	4
General Education elective – Literature or ENG 220 Communicating About Ideas and Values	3
General Education elective – Western Civilization or Arts or Other World Civilizations	3

Total SUNY Broome Credit 64

* BUS 246 is recommended for transfer to SUNY Empire

Potential additional lower-division credits at SUNY Broome³

Liberal Arts and Science electives	15
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SUNY Empire State College – Business Administration, B.S. (Sample Only, Upper-Division)

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

Educational Planning	4
Liberal Arts electives (upper-division)	13

Total SUNY Empire Credit 45
Degree Program Total 124

³ Any of these 15 credits not completed at SUNY Broome will be completed at SUNY Empire. Students should seek advisement from a SUNY Empire advisor in advance of selecting which courses to take to ensure they will fit into their baccalaureate degree plan.

Appendix B

SUNY Empire 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 SUNY Empire 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 SUNY Empire 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.⁴ 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 Broome beyond the associate degree will be evaluated for transfer separately from the associate degree based on SUNY Empire’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 SUNY Empire 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 SUNY Empire. Students must submit the SUNY Empire Application for Admission form along with an official transcript(s) of their completed course work to the Office of Admissions, SUNY Empire, 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 Army IgnitED at - www.armyignited.com/app. 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.

⁴ Prior learning assessment includes NYSED approved degree granting institutions, Pre-evaluated credit (NCCRS, ACE, SUNY Empire 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/>