



Internal Transfer Credit Articulation Agreement

Agreement between Academic Affairs and

The Division of Workforce Development, Strategic Partnerships and Office of Continuing Education

1. Articulation Agreement between

The Office of Academic Affairs and Workforce Development/Office of Continuing Education (WD/OCE).

2. Statement of Purpose

- a. This Agreement has been entered into by the above listed Departments. The purpose of this agreement is to facilitate credit articulation and provide a smooth transition from WD/OCE “The Bridges to Health Careers Program – Emerging Trends in Healthcare (RTP 3800)” to **any** matriculated degree program at Kingsborough Community College.
- b. The agreement allows WD/OCE students that are enrolled in “The Bridges to Health Careers Program – Emerging Trends in Healthcare (RTP 3800),” to transfer 1-credit upon matriculating to **any** of Kingsborough Community College’s degree programs. It is further recognized that the attached Appendix shall describe the approved course(s) and the admissions eligibility. This agreement identifies all required and equivalent courses.

3. Terms and Conditions of Credit Transfer and/or Degree:

- a. The evaluation and transfer of earned college credits shall be in full compliance with institutional policies and all other State and Federal education policies pertaining to credit transfer.
- b. Program specific requirements and/or required courses are listed and defined in Appendix A of this agreement. Students will be subject to the admissions requirements of Kingsborough Community College of the City University of New York (CUNY).

4. Procedures for Reviewing, Updating, Modifying, or Terminating this Agreement

- a. This agreement shall be valid beginning November 1, 2019.
- b. WD/OCE and the Office of Academic Affairs will review the agreement annually. They will be expected to review student retention, progress toward completion, and academic performance/GPA.
- c. Modification or termination of this Agreement requires the approval of both the Provost and Senior Vice President for Academic Affairs and Vice President for Workforce Development and Continuing Education. Modifications affecting either program involved in this Agreement may require reevaluation and/or amendment of Appendix A subsequent to implementation.
- d. Should the Agreement be modified or terminated, the terms granted to students who have already been accepted into and/or transferred into any of Kingsborough Community College’s degree programs will be honored.
- e. WD/OCE and the Office of Academic Affairs shall produce reports of the metrics identified above and circulate to the involved parties.

5. Details of Publication of Agreement

- a. This information will be included on Kingsborough's Transfer Articulation Agreement website, under a special section dedicated to WD/OCE Articulation Agreements. Publication is required to include the process for articulation, the specific courses, and the admission eligibility requirements.

6. Required Signatures

- 1. Provost and Senior Vice President for Academic Affairs
- 2. Vice President Workforce Development and Continuing Education

Appendix A

ARTICULATION OF COURSE CREDITS

The following stipulations apply to a participant successfully transferring credits as part of the articulation agreement:

1. The non-credit course(s) aligns with the Course Learning Outcomes of the credit course(s);
2. The student must have completed the course with a grade of Pass;
3. The student must meet all other admission requirements;
4. The student must complete coursework, exams, projects, etc. and fulfill expectations identical to those applied to matriculated students, as enforced by the instructor;
5. The KCC Flex Manager will maintain the student's Certificate of Completion reflecting the participant's non-credit course(s) (using WD/OCE Department issued course numbers and titles), grades, and dates. The KCC Flex Manager will provide a signed letter supporting the Certificate of Completion (Appendix B), which will be delivered to the Registrar/Transfer Evaluator upon **matriculation**. Students will be informed to provide a copy of their Certificate of Completion and letter at the time of registration.
6. Credit(s) will be valid and applicable as long as the course is offered and/or recognized by the Department.

Joanne Russell
Joanne Russell
Provost and Senior Vice President for Academic Affairs

S.Rodriguez
Edwisimone Rodriguez
Vice President for Workforce Development and Continuing Education

DATE: 11-4-2021

DATE: 11/04/2021

**APPENDIX B
SAMPLE EVALUATION MEMO**

**Workforce Development, Strategic Partnerships and Office of Continuing Education
Interoffice Memorandum**

Date: **XX/XX/2021**
To: Registrar, **_____** and Transfer Credit Evaluator, **_____**
From: **Herschella Steele, KCC Flex Manager**
CC: Simone Rodriguez, Vice President, Workforce Development and Continuing Education
Joanne Russell, Provost and Senior Vice President for Academic Affairs
Re: **Student Name & CUNY First ID #** if applicable/**Last four of SS#**

I am submitting the WD/OCE Certificate of Completion for the above referenced student. **Student's Name** had registered with WD/OCE for "The Bridges to Health Careers Program – Emerging Trends in Healthcare (RTP 3800)" in the **_____ semester**.

This student has matriculated and applied for a degree program at the College, and would like the credit transferred and applied towards this degree.

The student has completed the following course with a grade of "Pass" for the transfer of One (1) credit toward their matriculated degree program.

Name of CE course: RTP 3800 – Emerging Trends in Healthcare (1 credit) Grade _____

The student will receive One (1) credit considered the equivalent of the below listed course:

SD 1100 – Career and Life Planning (1 credit) Grade _____

Any questions, please contact our office:

Herschella Steele, KCC Flex Manager
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Brooklyn, NY 11235
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(718) 368-4642