MEMORANDUM OF UNDERSTANDING

BETWEEN

STATE UNIVERSITY OF NEW YORK AT COBLESKILL

STATE UNIVERSITY OF NEW YORK EMPIRE STATE COLLEGE

August 2019

I. General Statement of Purpose

This document establishes a formal Memorandum of Understanding for five pathways between the following programs: I) SUNY Cobleskill's **Bachelor of Business Administration (BBA)** degree program and SUNY Empire State College's (ESC) **Master of Business Administration (MBA) in Business Management** graduate degree program;

II) SUNY Cobleskill's **Bachelor of Business Administration Financial Services (BBA)** degree program and SUNY Empire State College's (ESC) **Master of Science in Finance**;

III) SUNY Cobleskill's **Bachelor of Technology in Information Technology (BT)** degree program and SUNY Empire State College's (ESC) **Master of Science in Information Technology**;

IV) SUNY Cobleskill's **Bachelor of Science Applied Psychology (BS)** degree program and SUNY Empire State College's (ESC) **Master of Arts in Work and Labor Policy**; and

V) SUNY Cobleskill's **Bachelor of Science Applied Psychology (BS)** degree program and SUNY Empire State College's (ESC) **Master of Business Administration (MBA)** in Business Management graduate degree program, **HR track**

The purpose is to facilitate the admission of qualified SUNY Cobleskill Bachelor degree recipients into SUNY Empire State College's Master's degree program through **two pathways:**

1) cross-registration of SUNY Cobleskill Bachelor students into 9 credits of SUNY ESC graduate coursework and

2) jointly agreed upon accelerated Bachelor's to Master's pathways.

II. Requirements and Terms

A. Cross-Registration Pathway

SUNY Cobleskill Bachelor students who have successfully completed at least 75-credits of coursework, have a cumulative GPA of 3.0 or above, and have SUNY Cobleskill department chair and SUNY ESC division chair approval may cross register for up to 9 credits of SUNY Empire State College course coursework from the following list:

    I)   SUNY Cobleskill's **Bachelor of Business Administration (BBA)** degree program and SUNY Empire State College's (ESC) **Master of Business Administration (MBA) in Business Management** graduate degree program:

- **MGMT 6050** Operations Management
- **MGMT 6020** Leadership and Organizational Behavior
- **MGMT 6025** Strategic Perspectives of Global Management

- *Either* **MGMT 6030** Management Information Systems *or* **MGMT 6035** Global E- Commerce Strategies
- **MGMT 6045** Global Leadership Competencies
- **MGMT 6040** High Performance Management

II) **SUNY Cobleskill's Bachelor of Business Administration (BBA) Financial Services degree** program and SUNY Empire State College's (ESC) **Master of Science in Finance:**

- **MGMT 6005** Financial Management
- **FSMA 6010** Quantitative Methods in Finance
- *Either* **FSMA 6050** Financial Analysis and Control *or* **MGMT 6065** Economics for Global Managers or **MGMT 6075** International Financial Management

III) SUNY Cobleskill's **Bachelor of Business of Technology in Information Technology** degree program and SUNY Empire State College's (ESC) **Master of Science in Information Technology:**

- **INFT 6127** Information Technology in Organizations
- **INFT 6132** Advanced Networking and Telecommunications
- **INFT 6137** Enterprise Systems Architecture
- **INFT 6142** Computer Systems Security

IV) SUNY Cobleskill's **Bachelor of Science Applied Psychology** degree program and SUNY Empire State College's (ESC) **Master of Arts in Work and Labor Policy**

- **LABR 6015** History of Labor and Policy
- **LABR 6020** Current Issues Facing Labor
- **PPOL 6020** Research Methods
- **LABR 6025** Labor Relations Management

V) SUNY Cobleskill's Bachelor of Science Applied Psychology degree program and SUNY Empire State College's (ESC) **Master of Business Administration (MBA)** in Business Management graduate degree program, **HR track**

- **MGMT 6040** High Performance Management
- **MGMT 6020** Leadership and Organizational Behavior
- **MGMT 6025** Strategic Perspectives of Global Management
- **MGMT 6030** Management Information Systems

B. Combined Bachelor to Master's Pathway

I. SUNY Cobleskill and SUNY ESC have jointly developed combined BBA-MBA, BS-MBA, BBA-MS; BS-MA, and BT-MSIT pathways.

II. These combined Bachelor to Master pathways will adhere to the following principles:
1. SUNY Cobleskill students will be able to apply for the combined accelerated pathway program when they successfully complete **60-credits** of undergraduate coursework. Prerequisite courses that need to be completed with a B or better prior to acceptance include:
   a. For pathways with the **MBA**: Micro Economics, Macro Economics, Statistics and Accounting as outlined on the attached guide sheets.
   b. For pathways with **MS Finance**: Statistics and Accounting as outlined on the attached guide sheets
   c. For pathways with **MSIT**: A course in computer programming, and a course in computer networks as outlined on the attached guide sheets

2. Students must have earned a cumulative **GPA of 3.2** or above at the time of application to the **accelerated pathway**.

3. Active SUNY Cobleskill students applying to Bachelor to Master pathway will have the following standard admission requirements **waived**:
   a. Application fee
   b. Application essay
   c. Letters of recommendation

4. In order to maintain standing in the accelerated pathway, students must maintain a **GPA of 3.0 or** above through completion of the Bachelor degree. Student who do not have a 3.0 GPA at the completion of the Bachelor will be dropped from the accelerated pathway. However, students who are dropped form the program may apply to the SUNY ESC graduate program through the traditional admissions process.

5. Undergraduate students enrolled in the accelerated pathway will **cross-register for 12 credits of graduate coursework**, at the SUNY undergraduate tuition rate, at SUNY ESC during their junior and senior years. The four co-registered courses may include those identified in the relevant accelerated pathway schedule. These four courses will meet the requirements for four courses within the Bachelor program, per the attached guide sheets.

6. Upon completion of the Bachelor's degree, students will matriculate with SUNY ESC as their home institution to complete the graduate master degree program portion of the accelerated pathway.

7. Students will provide SUNY Empire with a final transcript listing degree posted and cumulative GPA for the Bachelor degree program.

8. Students in a combined pathway will have both an undergraduate SUNY Cobleskill advisor and a graduate SUNY ESC advisor.

C. SUNY **Cobleskill students will cross-register** in SUNY ESC graduate courses using the process outlined in the *Policy and Guidance: Cross Registration of Full-time Students* (attached.)

D. SUNY Cobleskill and SUNY ESC will develop procedures for notification of the partner institution for any action taken by one institution that impacts a student's standing in either institution (e.g. violation of an academic or student conduct policy that results in probation or dismissal).

E. SUNY **Cobleskill will collect payment from SUNY Cobleskill Bachelor students** cross registering into SUNY ESC master's courses through either of this MOU's pathways and **share revenue** equal to the SUNY undergraduate tuition rate for each student-course enrollment with SUNY ESC.

F. Per SUNY's 2013 cross registration guidance, SUNY Cobleskill, as the undergraduate home institution, will be responsible for packaging financial aid in accordance with federal and state agency requirements while students are matriculated undergraduates. SUNY ESC will be responsible for packaging financial aid in accordance with federal and state agency requirements once students have successfully completed their **Bachelor's** degree with SUNY Cobleskill and matriculated as graduate students with SUNY ESC.

G. Any currently matriculated SUNY Cobleskill student or recent alumnus/a is eligible for a graduate application fee waiver, if s/he applies to a SUNY ESC graduate degree or certificate program while matriculated in a SUNY Cobleskill Bachelor's Degree program or within one year of graduating from a SUNY Cobleskill bachelor's degree program. SUNY Empire State College will provide SUNY Cobleskill

with an application fee waiver code. SUNY Cobleskill may disseminate the waiver code via intranet pages, email, or other modes of distribution that are accessible only to eligible students/alumni. SUNY Cobleskill students/alumni must enter the code upon submission of their online application for admission. The code cannot be applied at a later time.
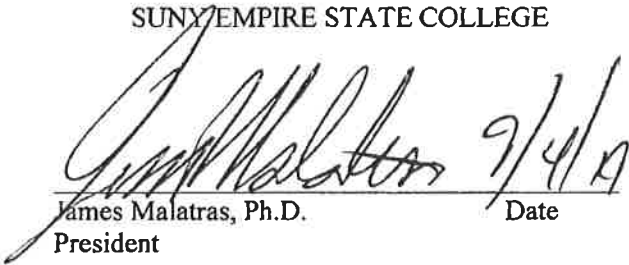
III.   Benefits and Advantages

A. Admission to SUNY Empire State College's Master's degree program which prepares students for related professional careers.

B. To attract qualified students to both institutions who wish to pursue a Master degree which will prepare graduates with competencies needed for advanced positions in their field.

IV.   Review and Revision of this Memorandum of Understanding

This agreement will be in effect for 5 years and may be renewed by entering into a new agreement. Should either party desire to terminate this agreement, notification will be given to the other party, in writing, no less than six months prior to the proposed date of termination. In the event of a termination of this agreement, each party agrees to offer the coursework required to teach out existing students for the time period indicated in the program discontinuation paperwork submitted to SUNY.

SUNY EMPIRE STATE COLLEGE

_____ 9/4/19
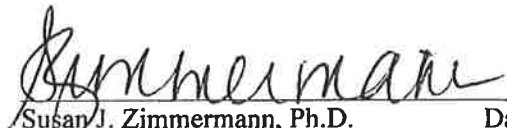James Malatras, Ph.D.   Date
President

_____ 8/28/19
Meg Benke Ph.D.   Date
Provost and Executive Vice President
for Academic Affairs

SUNY COBLESKILL

_____ 8/19/19
Marion A. Terenzio, Ph.D.   Date
President

_____
Susan J. Zimmermann, Ph.D.   Date
Provost and Vice President for
Academic Affairs
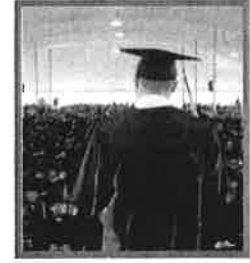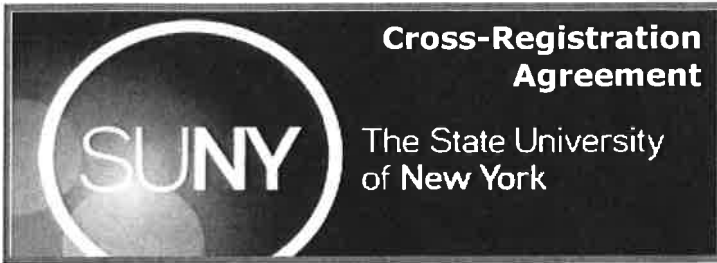
PLEASE PRINT LEGIBLY

Last Name: _____ First Name: _____ Middle Initial: _____

*Social Security #: _____-_____-_____ Student ID#: _____ DOB: ____/____/____

Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.

E-mail Address: _____

Permanent Address: _____	County: _____
City: _____ State: _____	Zip: _____ Phone: _____
Local Address: _____	County: _____

Cross-Registration Semester: Fall: _____ Spring: _____ Year: 20_____
Have you previously cross-registered at host institution? Yes_____ No_____

Have you ever been convicted of a felony? Yes_____ No_____
Have you ever been dismissed/suspended from a college for disciplinary reasons? Yes_____ No_____

Name of SUNY Home Institution: _____

Name of SUNY Host Institution: _____

SUNY Host Institution Course# and Section#	SUNY Host Institution Course Title	SUNY Host Institution Credit Hours (limit six (6) credits)	SUNY Home Institution Course Equivalency – to be completed by the home institution.	Credit Hours at SUNY Home Institution

All Signatures below are REQUIRED

I have read and understood the terms and conditions of this cross-registration agreement (on the reverse side). By signing I give permission for the Host institution to share course information with the Home institution. I am also aware that enrollment changes may impact my eligibility for financial aid for the current term and/or future terms. I will consult my Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Student Signature: _____ Date: _____

Advisor/Chair/Dean Signature (discretion of home campus): _____

The above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of this request based on the course equivalents and credit hours above.

Home Institution Signature: _____ Title: _____ Date: _____

Host Institution Signature: _____ Title: _____ Date: _____

Denied: _____ Reason: _____

Initials: _____ Initials: _____

Date: _____ Date: _____

HOME ID: _____ HOST ID: _____

Processed By Home Institution
Processed By Host Institution

SUNY Cross-Registration Student Guidelines for Full-Time Undergraduate Students (fall and spring)

Home Institution = the institution where you are matriculated.
Host Institution = the institution you are seeking to take additional courses with.

1. You must be a <u>full-time</u> <u>matriculated</u> <u>undergraduate</u> student at your home institution in order to waive tuition at the host institution.
2. You are limited to six (6) credits of undergraduate cross-registered coursework per semester (exceptions to this policy must be approved by the home institution and additional tuition and fees may apply).
3. You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.
4. Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host institution, you must still complete the registration process through the appropriate office at the host institution to be considered officially registered in a course.
5. Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration related dates and deadlines and determining which office(s) are responsible for signing your form.
6. You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
7. Your signature on the Cross-Registration Agreement is considered approval for the host institution to automatically release grades/transcripts to your home institution at the end of the semester.
8. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult your Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.
9. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host institution.
10. Your signature on the Cross-Registration Agreement indicates your agreement to abide by all regulations imposed by the host institution (parking, attendance, library rules, etc.). In addition the host institution may apply rules and regulations to incoming students as it deems necessary (e.g., restrictions on classes based on seat availability). Be sure you are aware of those rules before you cross-register.
11. Home institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
12. Mini-semester, Winter Term, and Summer Session are not covered by the Cross-Registration agreement.
13. All course-related fees in excess of tuition are the responsibility of the student (e.g., lab fees).
14. Please be advised that if you drop below full-time at your home institution, you will be liable for tuition at the host institution.
15. Any Health Center (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.
16. Students that cross-register at Community Colleges: You must file residency documents at the host institution. This means you will need to provide the Community College a Certificate of Residency (must be obtained from the county of your permanent residence). (http://www.comptroller.nyc.gov/bureaus/adm/cora.shtm)
17. Registration is the responsibility of the student. You must check with the host institution to confirm how they plan to process your form, enrollment, and any necessary additional information or paperwork required to complete the enrollment process.

How to process your Cross-Registration:
1. Seek advisement on the courses you wish to take. Consider whether or not they meet degree requirements.
2. Obtain the signature of your academic advisor/chair/Dean (discretion of home institution).
3. Obtain the signature of the appropriate official at the home institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
4. Obtain the signature of the appropriate official at the host institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
5. Complete any required application forms for the host institution.
6. Return the completed Agreement to the home institution immediately upon registering with the host institution. Failure to return the Agreement will result in not being registered for the intended cross-registered course(s).