

Bergen Community College Board of Trustees

Section: ACAD

Policy # ACAD: 004-001: 2018

Effective Date:

Responsible Official:

Vice President of Academic Affairs

Bergen Community College Articulation Agreements

Reason for Policy: To clearly state the policy on forming articulation agreements

Entities Affected by this Policy: Faculty and Students

Policy Statement:

Bergen Community College will enter into articulation agreements with colleges and universities for the purpose of easing the transfer of Bergen Community College graduates and students to those institutions. The guiding principle for developing an agreement is that it be in the best interest of Bergen Community College and its students. Entering into an agreement represents a commitment by both institutions to share the responsibilities for the agreement's success.

Ideally, a representative will be designated on each campus who will monitor the implementation of the agreement and ensure that faculty and staff who hold relevant positions on both campuses are aware of the terms of the agreement.

Bergen Community College will enter into articulation agreements:

1. that include program to program agreements which specify all courses or course distributions in a specific BCC program and that of the receiving institution,
2. that state the courses and number of credits accepted, and not accepted, as meeting degree requirements,
3. that specify the number of credits and other degree requirements needed to complete a specific degree at the receiving college,
4. that avoid, when possible, validation examinations, and
5. that transfer at least 60 degree credits from A.A. or A.S. degrees or at least 45 degree credits from A.A.S. programs.

The following definitions and guidelines will provide direction and consistency to Bergen Community College's procedures for developing and implementing articulation agreements.

I. Definitions

Course-by-course articulation: A listing of BCC courses and their equivalents at the receiving institution. This serves to reassure a student that a given course will transfer. Ideally, it will indicate whether the course will receive credit as a general education requirement, a requirement in a major, or as a free elective.

Program articulation: An agreement for a specific BCC degree and a specific program/major at the receiving institution. This indicates how a BCC degree program will be equated to the requirements of the receiving institution's bachelor's degree program. The agreement should indicate which BCC courses are required for the bachelor's degree and show how all the components of our degree will be utilized. Program articulation agreements may be developed for AAS degrees, as well as for AA or AS degrees.

Dual Admission/Dual Degree: The student is admitted to both institutions; the agreement outlines a program of study at BCC which will earn the student the associate's degree, as well as allow the student to complete the first two years of the bachelor's degree, usually for a specific major. When admitted to BCC the student would indicate interest in participating in such a program. There is usually a minimum grade point average required for the student to finalize admission to the four-year college once the BCC degree is completed. For dual admission programs to be successful, the participating students must be closely monitored. Ideally, this would be the designated responsibility of a staff person on both campuses.

II. Rationale for entering agreements:

Reasons for developing articulation agreements between Bergen and four-year colleges and universities could include the following:

To provide course equivalents. This will assist BCC students in course selection for institutions not participating in NJ Transfer. Course-to-course agreements are the simplest level of articulation; a written statement of agreement to accept BCC credits for the courses articulated. These agreements may be sufficient articulation for colleges and universities outside of the immediate geographic area.

1. To guarantee acceptance of BCC credits in areas which are generally considered "non-transfer" – e.g., career specific courses, such as computer graphics and information technology.
2. To design a program of BCC courses which will fulfill the first two years of a stated major in a bachelor's degree program. This type of agreement ensures that an entire degree will be accepted as a package by the receiving institution. Ideally, it should detail what remains to be taken by the student once he or she begins studies at the four-year college.

3. To encourage BCC students to complete the associate degree. If students understand that their entire program will transfer, and are assured that they should be able to complete a bachelor's degree in two additional years, they may be more willing to remain at BCC long enough to complete the associate's degree.

Procedures:

The following criteria govern the initiation of procedures to develop agreements:

1. **Distance from BCC:** For the most part, BCC students transfer to colleges in New Jersey or nearby in New York and Pennsylvania. It may not be practical to develop agreements with colleges and universities that are not in this immediate geographic area.
2. **Previous transfers:** The number of BCC students that have transferred to this institution in the past should be considered. If the number is small but consistent (e.g., a small number students transfer to the receiving institution almost every year), this may be an appropriate institution with which to develop an agreement. If one student transfers every couple of years, the wisdom of developing an agreement may be questionable.
3. **AAS degrees:** While these programs were not originally designed to transfer to a four-year college or university, BCC does offer AAS programs whose graduates seek four-year degrees on a regular basis. These include, but are not limited to, criminal justice, nursing, graphic design, accounting, some allied health programs, and programs in information technology. So called "program-to-program" agreements would be appropriate for these AAS degrees.
4. **Entry programs:** Careful consideration must be given as to whether a course of study can be designed which will fulfill BCC degree requirements as well as meet entry requirements for a given major. Native students at receiving institutions have the opportunity to meet lower level requirements of their majors during their first two years, but two-year college students may not know which courses are required, or what the equivalent courses are at BCC. For example, bachelor's degrees in adult fitness or physical education have very specific courses required in the first two years; not having these courses completed early can add a year to the time it will take the student to complete the bachelor's degree.
5. **"General" transfer programs:** It is sometimes more effective to write an agreement for our general transfer programs (AA.LA.GEN, AS.PS.GEN, AS.NSM.GEN) than for specific concentrations within these programs. The general programs allow more flexibility and facilitate inclusion of courses required at the receiving institution but not included in the BCC concentration.
6. **Possibility of Scholarships:** Potential scholarship might be a criterion to consider

when discussing articulation with private colleges and universities, and/or colleges and universities that are some distance from BCC. They might be encouraged to develop a scholarship specifically for BCC transfer students.

The following outlines the process for developing new agreements and the renewal of existing agreements:

1. **Negotiation of agreement:** This may be initiated by an academic officer or faculty member after consultation with the Articulation Coordinator to determine the appropriateness of such an agreement. The officer or faculty member will work with a counterpart at the receiving institution to produce an agreement, and will send the draft agreement to the Articulation Coordinator.
2. **Review and comments:** The Articulation Coordinator will be responsible for requesting review and comments from appropriate parties at BCC, and will forward any concerns to the faculty member or officer.
3. **Completed agreement:** Copies of the completed agreement will be sent to the Articulation Coordinator, who will be responsible for securing the appropriate signature(s) at BCC. Agreements may be signed by the President, the Vice-President of Academic Affairs or her/his/their designee.
4. **Date of Agreement:** Signatures should be accompanied by date of signing.
5. **Expiration or Review Date:** Notation should be made of the duration of the agreement, and procedures for reviewing it on a regularly determined basis.
6. **Modifications to curriculum of articulated programs:** Departmental designees from the articulating programs/majors at both institutions should regularly review the agreement to assure its currency and report necessary updates to the Articulation Coordinator. This will help maintain the integrity of the transfer when either curriculum is modified.
7. **Potential issues of concern:**
 - Agreements which do not give credit for BCC courses required in the BCC program being articulated.
 - Two or three BCC courses are required as equivalents for one course at the upper division institution.
 - a. Challenge or validation exams are required for “upper level” courses in the major.

Related Documents/Policies:

Policy History: (adopted/amended)

Section: D: DG

Adopted: 2/12/1979

Resolution: EG 1

Amended: 10/6/2004

Updated: 6/32/1992, 3.22.18