

**Transfer Articulation Agreement**  
**Between**  
**Herkimer County Community College**  
**And**  
**SUNY Buffalo State College**

This agreement establishes an agreement between Herkimer County Community College and SUNY Buffalo State College. Matriculating students will, upon completion of the prescribed sequence of courses leading to an associate's degree from Herkimer County Community College, immediately continue their studies in a parallel baccalaureate program at SUNY Buffalo State College with the understanding that they will be given the opportunity to complete all requirements in four semesters of full-time study (15 credit hours per semester) at SUNY Buffalo State College unless otherwise specified by the program of study (see Appendix 1). This assumes the completion of the required credit hours, required grade point average (GPA), and required pre-requisite courses. Information regarding articulation agreements and a list of Herkimer County Community College's major programs and corresponding SUNY Buffalo State College programs can be found at <http://admissions.buffalostate.edu/transfer>.

**Section I Application/Admissions Requirements**

Students must file a SUNY application <https://www.suny.edu/applysuny/> by February 1<sup>st</sup> for the summer and fall terms; and by October 1<sup>st</sup> for the spring term. They must indicate on the application that they expect to receive an A.A./A.S. degree prior to enrollment to SUNY Buffalo State College.

An official copy of the student's transcript from Herkimer County Community College will be submitted to SUNY Buffalo State College Office of Admissions showing at least the equivalent of three semesters of completed study including pre-requisite courses required for entry into the major and the overall grade point average (g.p.a.). Additionally, the student will provide official transcripts from all previous colleges, documentation of advanced credit, an official high school transcript, and/or other supplemental application material to SUNY Buffalo State College as requested.

Admission requirements into the major must be completed and present on the transcript from Herkimer County Community College at the time the student files a SUNY application. Some majors require a GPA higher than 2.0 for entry into the major. Major course requirements for

the bachelor's degree will be those in effect at the time the student formally registers at SUNY Buffalo State College.

## **Section II Student Academic Advisement**

Herkimer County Community College will assume responsibility for coordinating advisement for students who participate in the articulation agreement. The transfer course equivalency table (TABS) <http://admissions.buffalostate.edu/TABS> will be used as the mechanism for communicating course equivalencies to students. All admissions, pre-requisites, and major course requirements are listed under the respective program in the college catalog: <http://ecatalog.buffalostate.edu/undergraduate/>. Additional information for transfer students can be found at <http://admissions.buffalostate.edu/transfer>.

Programs and course equivalencies will be reviewed annually. Appropriate revisions will be made if either institution adds, deletes, or changes course offerings and/or programs.

New students are strongly encouraged to contact the department of their intended major at SUNY Buffalo State College prior to registration for their first full-time semester. Upon request, SUNY Buffalo State College will provide on-site support to Herkimer County Community College students.

## **Section III General Education Requirements**

Students who intend to transfer to SUNY Buffalo State College with an A.A. or A.S. degree, will be considered as having fulfilled general education/Intellectual Foundations as long as they complete the 30 credits and 7 of 10 areas of SUNY-GER requirements prior to the start of their studies at SUNY Buffalo State College. Students should have successfully completed the SUNY-GER Basic Communication requirement with a grade of "C" or better, the mathematics requirement, and 5 of the remaining 8 categories. The student is responsible for fulfilling the SUNY Buffalo State College Diversity requirement.

## **Section IV Transfer Services**

All new students are required to attend orientation prior to the beginning of the fall or spring semester. Information regarding transfer student orientation and summer advisement sessions can be found at: <http://orientation.buffalostate.edu/>.

Housing will be available for students from Herkimer County Community College who request to live on-campus. Students who wish to reside on campus will be required to submit the housing deposit by June 1<sup>st</sup> for the fall semester and will be billed for the spring semester at the time of spring registration. The housing application can be found at <http://residencelife.buffalostate.edu/>.

Information regarding financial aid eligibility and scholarships can be found at <http://financialaid.buffalostate.edu/>.

## **Section V Time Frame and Provisions for Program Review**

All students currently enrolled at Herkimer County Community College and those admitted to begin their studies at Herkimer County Community College are eligible to participate in this agreement. This agreement begins the date the agreement is signed by all and shall remain in effect until terminated in writing by either college.

Articulation Agreement - Course Equivalencies		
Herkimer CCC		SUNY Buffalo State
Human Resource Management A.A.S.		Business Administration B.S.
Course Dept & No.	Cr hrs	Course Dept & No.
<b>1st Semester</b>		
BU 111 Bus Organization & Management	3	BUS 116
BU 114 Accounting I	3	BUS 312**
BU 251 Human Resource Management	3	BUS 325**
EN 111 College Writing	3	CWP 102*
FS 100 First Year Student Seminar	1	INS 1XX
Science Selective	<u>3</u>	SUNY Gen Ed
	16	
<b>2nd Semester</b>		
BU 112 Business Communications	3	BUS 1XX
BU 141 Intro Marketing	3	BUS 320**
EN 112 College Literature	3	ENG 1XX
MA 127 (Mathematics Selective)	3	MAT 311**
Social Science Selective	<u>3</u>	SUNY Gen Ed
	15	
<b>3rd Semester</b>		
BU 232 Principles of Management	3	BUS 360**
BU 252 Compensation, Benefits & Law	3	BUS 1XX
BU 254 Organizational Behavior	3	BUS 1XX
IS 115 Computer Applications I	3	CIS 101
SS 185 Intro Macroeconomics	3	ECO 201**
Physical Education Activity	<u>1</u>	Elective
	16	
<b>4th Semester</b>		
BU 233 Bus Applications & Strategies	3	BUS 1XX
BU 250 Business Ethics	3	PHI 102
BU 253 Human Res Selection Perf Eval	3	BUS 1XX
IS 117 Computer Applications II	3	Elective
American History Selective	3	SUNY Gen Ed
Physical Education Activity	<u>1</u>	Elective
	16	

\*A grade of C or better is required for transfer

\*\* A grade of C- or better is required for transfer

**A minimum of 120 credit hours must be earned by fulfilling major requirements, Gen Ed/IF requirements, and All College electives.**

[SUNY Buffalo State requirements for Business Administration B.S.](#)