



STELLA AND CHARLES  
**GUTTMAN**  
COMMUNITY COLLEGE



**EMPIRE STATE**  
**UNIVERSITY**

**PATHWAYS TRANSFER PROGRAM ARTICULATION AGREEMENT  
FOR THE TRANSFER OF STUDENTS FROM CUNY GUTTMAN COMMUNITY COLLEGE  
INTO THE BACHELOR'S DEGREE PROGRAMS AT  
SUNY EMPIRE STATE UNIVERSITY  
(with Guaranteed Admission)**

Empire State University (SUNY Empire), of the State University of New York (SUNY), and Guttman Community College (GCC), of the City University of New York (CUNY), agree to enter into a Pathways Transfer Program Articulation Agreement (Agreement). This Agreement assures that qualified students completing any Associate in Arts (AA), Associate in Science (AS), or Associate of Applied Science (AAS) at GCC will be able to transfer the entire degree seamlessly to SUNY Empire.<sup>1</sup> This Agreement also establishes procedures for graduates of GCC to obtain the appropriate bachelor's degree (BA, BS, BBA, and BPS) at SUNY Empire.

***How the Pathways Transfer Program Works***

Students at SUNY Empire can earn their next degree without having to leave their home community. The flexibility of the educational model allows them to customize their courses to fit around their family, work and community commitments. SUNY Empire, the recognized leader in online education within the State University of New York, offers over 500 undergraduate and 200 graduate online courses across more than 120 degree programs. SUNY Empire's courses are designed to be offered online, by online faculty, as opposed to modifying in-person classes to be delivered online. When it comes to online education, students will benefit from the many years of recognized online excellence and expertise provided by SUNY Empire.

SUNY Empire agrees to accept 100% of each student's credits in transfer, up to 79 total lower-division credits or 93 total credits including any earned upper-division credits.<sup>2</sup> Students need to complete at least 45 credits at the upper-division level towards the 124 credit bachelor's degree, including a minimum of 31 upper-division credits (in residence) at SUNY Empire. This includes 24 upper-division credits within the student's selected concentration (major), consistent with SUNY Empire's requirements for a bachelor's degree.

During their first year at SUNY Empire, students in the Pathways Transfer Program may, with advisement, opt to cross-register for additional credits at GCC beyond the associate degree. These lower-division credits will be applicable to the baccalaureate degree program by satisfying SUNY General Education requirements or needed pre-requisite courses and counts toward the SUNY Empire residency requirement.

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<sup>1</sup> As per SUNY Empire policy, Associate in Occupational Studies (AOS) degrees are evaluated on a course-by-course basis. D grades earned as part of an AOS degree are not transferable, even if the student completed the AOS.

<sup>2</sup> Each participating student will be able to transfer all credits earned as part of their associate degree to SUNY Empire, as long as they fit into the student's designed bachelor's degree program.

## Academic Programs

Empire State University offers a wide range of bachelor's and master's degree program options that align with many of the associate degree programs at GCC. For a list of degree programs, please refer to [www.SUNYEmpire.edu/degrees-programs/](http://www.SUNYEmpire.edu/degrees-programs/).

In addition, students have the option of designing a bachelor's degree program that builds on their associate degree and is tailored to their unique interests and goals. SUNY Empire faculty mentors work with each transfer student to determine which program best fits with their career goals while maximizing transfer credits. The following is a list of associate degree programs at Guttman Community College and the SUNY Empire bachelor's degree programs that best align with them. Other bachelor's degree programs may also be an option, though additional prerequisite coursework may be needed.

<b>CUNY Guttman Community College Associate Degree Programs</b>	<b>SUNY Empire State University Bachelor's Degree Programs</b>
Business Administration, A.A.	Business Administration, B.B.A. Business Administration, B.S. Human Resource Management, B.S. Management, B.S.
Health Information Technology, A.A.S.	Allied Health Science, B.S. SMT: Information Technology concentration, B.S.
Human Services, A.A.	Community and Human Services, B.A. / B.S. Human Development, B.A. / B.S.
Information Technology, A.A.S.	SMT: Information Technology concentration, B.S. SMT: Information Systems concentration, B.S. SMT: Computer Science concentration, B.S.
Liberal Arts & Sciences, A.A.	Liberal Arts, B.A. Psychology, B.A. Social Science, B.A. / B.S. The Arts, B.A. / B.S. / B.P.S.
Science, A.S.	Science, Mathematics and Technology, B.A. / B.S. Concentrations in: - Biology - Ecology - Environmental Science - Mathematics - Physics
Urban Studies, A.A.	Community and Human Services, B.A. / B.S. Cultural Studies, B.A. / B.S. Labor Studies, B.A. / B.S. Public Affairs, B.A. / B.S. Social Science, B.A. / B.S.

### ***Benefits for Guttman Community College Transfer Students***

Empire State University will provide the following benefits for participating GCC students:

- Guaranteed admission to a bachelor's degree program
- Provision of a one-time \$100 *Better Together* transfer scholarship at SUNY Empire
- Waiver of the \$50 admission / orientation fee

To be eligible, GCC transfer students must have completed an associate degree, or be in (or entering) their final semester of completing an associate degree. Once SUNY Empire receives the student's official transcript that indicates an earned associate degree, the transfer scholarship will be awarded.

A unique application benefits code for interested students to use during the admissions application process will be created by SUNY Empire and provided to appropriate staff at GCC for distribution. Participants must enter the code upon submission of their online application for admission to receive the benefits. GCC will make good faith efforts to not make the code publicly available.

### ***Benefits for Active Military, Veterans, and Spouses***

Empire State University 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.

### ***Opportunity Programs at SUNY Empire State University***

Opportunity programs at SUNY Empire provide access, academic support, and/or financial assistance to underserved students who show promise for college success. SUNY Empire serves students at all stages of life and learning, full or part-time.

SUNY Empire offers eight opportunity programs:

- SUNY Educational Opportunity Program (EOP) – a program for full-time, first-time freshmen and full-time opportunity program transfer students.
- Empire State Opportunity Program (ESOP) – a program for full-time and part-time transfer students.
- Empire Promise Program (EPP) – a program for first-time freshmen, continuing students, and transfer students.

For more information, visit [www.SUNYEmpire.edu/admissions/eop/](http://www.SUNYEmpire.edu/admissions/eop/), or contact the SUNY Empire Office of Opportunity Programs at (800) GO-TO-ESC or by email at [OPapply@SUNYEmpire.edu](mailto:OPapply@SUNYEmpire.edu).

### ***Benefits for Employees of Guttman Community College***

Employees of GCC may participate in the Pathways Transfer Program and become students at SUNY Empire by way of this Agreement. Employees who already hold an associate degree from any college are eligible for the benefits as listed above for transfer students, regardless of when they received their degree. Further, employees who hold a bachelor's degree and wish to pursue a graduate degree at Empire State University are eligible for the following benefits:

- Waiver of the \$50 graduate admission / orientation fee
- \$100 graduate student scholarship in the first term of matriculated enrollment in the School for Graduate Studies

For a complete list of graduate level degree and certificate programs offered by Empire State University, or to apply, please go to <https://www.SUNYEmpire.edu/graduate-studies/>.

### ***Terms of the Agreement***

1. SUNY Empire agrees, for those students who successfully complete an associate degree (AA, AS, AAS) at GCC and meet SUNY Empire's admissions requirements, to accept the entire associate degree from GCC into a bachelor's degree program.<sup>3</sup>
2. GCC students have the ability to transfer up to 79 lower-division credits towards a SUNY Empire bachelor's degree, with the remaining 45 credits (of the 124 credit bachelor's degree) to be completed at the upper-division level with SUNY Empire. Upon completion of an associate degree, GCC students, with appropriate advisement, may complete additional credits up to the 79-credit limit at GCC.
3. The maximum amount of advanced standing a student may be granted at SUNY Empire is 93 total credits. This total would include lower and upper-division transcript credits, pre-evaluated credit (such as ACE, NCCRS, or SUNY Empire's Professional Learning Evaluation program), military credits, and individualized prior learning assessment, as long as those credits fit into an approved degree program. Additional details are found in the "Academic Guidelines" section of this Agreement.
4. Both GCC and SUNY Empire agree to give the widest possible publicity to the establishment of this Agreement, such as inclusion of procedures and descriptions in catalogs, bulletins, marketing publications, and webpages, as well as outreach and email campaigns to current students and alumni. This literature should clearly specify the persons or offices to contact at each institution.
5. GCC agrees to advise interested students, alumni and faculty/academic advisors of the provisions of this Agreement.
6. SUNY Empire will provide pre-enrollment advising and/or information sessions for prospective transfer students onsite and online as appropriate. Further, SUNY Empire will provide outreach to GCC faculty and staff regarding SUNY Empire information and this Agreement.
7. 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. Matters of concern that affect this Agreement should be brought to the

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<sup>3</sup> As per SUNY Empire policy, Associate in Occupational Studies (AOS) degrees are evaluated on a course-by-course basis.

attention of the Director of Academic Partnerships in the Office of Partnerships at SUNY Empire, and the Academic Advisement and Transfer Center at GCC for discussion and amendments. The Agreement may be amended or renewed by mutual Agreement in writing.

8. Either party may terminate this Agreement with thirty calendar days of advanced notice, in writing, sent via certified mail return receipt requested to:

***Empire State University***

Dr. Brian Goodale  
Community College Partnerships  
Office of Academic Affairs  
1 Union Avenue  
Saratoga Springs, NY 12866

***Guttman Community College***

Dr. Nicola Blake  
Interim Vice President and Provost  
Academic Affairs  
50 West 40<sup>th</sup> Street  
New York, NY 10018

9. In performing its obligations under this Agreement, each party shall comply with all applicable laws, rules, regulations, institutional policies, and accreditation standards.
10. This Agreement is not exclusive to GCC.
11. SUNY Empire and GCC agree that each is acting independently of the other, that they are not a joint venture, and that neither party is an agent of the other.
12. This Agreement is not intended to benefit any third party, nor shall any person who is not now or in the future a party hereto be entitled to enforce any of the rights or obligations of a party under this Agreement.
13. Both parties acknowledge that this Agreement does not create a partnership as defined by New York Partnership Law, nor is either Party acting as the agent for the other. The parties agree that each is acting independently of the other, in a cooperative collaboration.
14. Both Parties acknowledge that activities under this Agreement may require them to have access to the other Party's "Education Records," as that term is defined under the Family Educational Rights and Privacy Act ("FERPA"). The Parties acknowledge that for the purpose of this Agreement, each will be designated as a "school official" with "legitimate educational interest" in the Education Records, as those terms have been defined under FERPA and its implementing regulations, and the Parties agree to abide by the limitations and requirements imposed on school officials. The Parties agree to use the Education Records only for the purpose of fulfilling their duties under this Agreement for their mutual benefit, and will not share such data with or disclose it to any third party except as required by law or as authorized in writing by the Parties. Students must provide affirmative consent for their educational records to be included under the terms of this Agreement. This duty continues indefinitely after termination of the agreement.

***Guidelines of the Agreement***

1. GCC students who successfully complete associate degree requirements for an AA, AS or AAS will be able to transfer to SUNY Empire all credits earned for the associate degree, including "D" grades that are part of the completed degree.
2. For a bachelor's degree at SUNY Empire, students must minimally complete 31 upper-division credits in residence towards a 124-credit bachelor's degree (see "Academic Guidelines" section for more details).
3. Any courses taken at GCC beyond the associate degree will be evaluated for transfer separately from the associate degree based on SUNY Empire's advanced standing policies.
4. There is no time limitation on transfer credits substantiated by a transcript except in areas where that learning may become outdated, such as in computer technologies and the sciences. Such

credits will be evaluated on a course-by-course basis and may not be accepted if it is crucial to the structure of a degree program or concentration.

5. Students will be given the opportunity to complete all requirements for the bachelor's degree in a closely related area of concentration. For students who have completed associate degrees that are not closely related to the desired bachelor's degree area of study, additional courses may be required to complete their degree and, in these cases, transcripts will be evaluated on a course-by-course basis to achieve maximum transferability.
6. All students need to complete the application process and meet all admissions criteria before being officially accepted to SUNY Empire.
7. Students may enroll at SUNY Empire on a full-time or part-time basis.
8. GCC will notify SUNY Empire of any substantive changes and/or alterations of its existing program and/or modifications related to accreditation status and/or program registration with registry agencies, if any, within 30 days of initial notification.

### ***Academic Guidelines***

At SUNY Empire, students may self-design their bachelor's degree using approved area of study guidelines and the State University of New York (SUNY) and SUNY Empire degree requirements. Students pursuing a degree at SUNY Empire through this Agreement will work with an assigned faculty mentor to determine the most appropriate degree for their interests and goals, and how best to apply the advanced standing transfer credits in designing their degree. Students are encouraged to complete the degree planning process as soon as possible after matriculating at SUNY Empire, however, the process must be completed before a student registers for the final 16 credits of their degree program.

**Table 1**  
***Empire State University Bachelor's Degree Requirements***

<b>Degree</b>	<b>Total Credits</b>	<b>Maximum Advanced Standing Credits</b>	<b>Minimum SUNY Empire Credits in Residence</b>	<b>Minimum Upper-Division Credits</b>	<b>Minimum Upper-Division Credits in the Concentration</b>	<b>Minimum Liberal Arts and Sciences Credits</b>
B.A.	124	93	31	45	24	94
B.S.	124	93	31	45	24	62
B.S.N.	124	93	31	45	40	62
B.P.S	124	93	31	45	24	32

- ❖ Area of Study and Concentration guidelines are used to structure the student's individualized degree program curriculum.
- ❖ To satisfy SUNY General Education requirements, every SUNY Empire bachelor's degree program must include at least 30 credits in seven general education knowledge and skill areas, including mathematics, communication, natural sciences, and diversity.
- ❖ Every SUNY Empire student must take 4-8 credits in Educational Planning.

Possible sources of additional Advanced Standing Credits:

- Individualized Prior Learning Assessment (iPLA)<sup>4</sup>
- Transcript credit from a regionally accredited college or university
- Standardized exams, such as CLEP or other exams<sup>5</sup>
- Military credit evaluated by the American Council on Education (ACE)
- Licenses or training evaluated by Empire State University

### ***Application Information***

All transfer students must submit the Empire State University Application for Admission form along with an official transcript of completed course work from all colleges previously attended to the Office of Admissions, Empire State University, 111 West Avenue, Saratoga Springs, NY 12866. These forms can be found at <https://www.SUNYEmpire.edu/admissions/>.

### ***For Further Information***

#### **Empire State University**

Joseph Nader  
Assistant Director of Enrollment Management  
Metropolitan New York City region  
[Joseph.Nader@SUNYEmpire.edu](mailto:Joseph.Nader@SUNYEmpire.edu)

Veteran and Military Resource Center (VMRC)  
Matthew Quinn  
[Matthew.Quinn@SUNYEmpire.edu](mailto:Matthew.Quinn@SUNYEmpire.edu)  
(800) 847-3000 ext. 2734

### ***Tuition and Fees***

To learn more about Empire State University's current SUNY tuition and fee schedule, please refer to: <https://www.SUNYEmpire.edu/tuition-financial-aid/tuition-rates/>.

[SIGNATURE PAGE FOLLOWS]

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<sup>4</sup> Individualized Prior Learning Assessment (iPLA) is credit awarded for verifiable college level learning acquired through work, life experience or independent study

<sup>5</sup> <https://www.SUNYEmpire.edu/why-esc/credit-for-prior-learning/>

**Signatures to the Agreement**

**EMPIRE STATE UNIVERSITY, SUNY**

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Dr. Lisa Vollendorf  
President

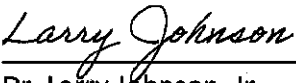
April 10, 2024  
Date

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Dr. Nathan Gonyea  
Provost and Executive Vice President  
for Academic Affairs


Apr 10, 2024  
Date

**GUTTMAN COMMUNITY COLLEGE, CUNY**

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Dr. Larry Johnson, Jr.  
President

4/1/2024  
Date

• 

Dr. Nicola Blake  
Interim Provost and Vice President for  
Academic Affairs

4/2/2024  
Date