

## **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

Academic Affairs in collaboration with Workforce Development/ Office of Continuing Education (WD/OCE) and the <u>Department of Art</u>.

#### 2. Statement of Purpose

- a. This Agreement has been entered into by the above listed Department(s). The purpose of this agreement is to facilitate credit articulation and provide a smooth transition from WD/OCE non-credit course(s) to the Department(s) listed.
- b. The agreement allows WD/OCE students that are enrolled in <u>UX Design</u>, to transfer credit(s) upon matriculating to Kingsborough Community College's <u>A.S. Graphic Design and Illustration Program</u>, <u>UX Design Concentration</u>. 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 May 1, 2021.
- b. WD/OCE and the Department Chairperson 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 <u>both</u> the Provost and 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 Department shall honor the terms granted to students who have already been accepted into and/or transferred into the <u>A.S.</u> <u>Graphic Design and Illustration, UX Design Concentration.</u>
- e. WD/OCE and the Department Chair 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. This Agreement will also be referenced as a Note under the Degree program in the relevant *College Catalog*.

#### 6. Required Signatures

- 1. Department Chairperson
- 2. Provost and Vice President for Academic Affairs
- 3. 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) align with the Course Learning Outcomes of the credit course(s) offered in the above listed Department;
- 2. The student must have completed each course with a grade of "C "or better;
- 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 student can only apply credit(s) towards the Department/program in which their occupational training program is based;
- 6. WD/OCE will prepare a transcript (Appendix B) reflecting the participant's non-credit course(s) (using Department issued course numbers and titles), grades, and dates. WD/OCE will provide a letter supporting the transcript and a copy signed by the Program Director will be delivered to the appropriate Department Chairperson.
- 7. WD/OCE will maintain student transcripts (Appendix B). Student transcripts will be forwarded to the Registrar/Transfer Credit Evaluator once the student matriculates into the above listed Degree Program. Students will be informed to provide a copy of their student transcript at the time of registration.
- 8. Credit(s) will be valid and applicable as long as the course is offered and/or recognized by the Department.

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Kristin Derimanova Department Chairperson, Art

DATE: 5/25/2021

Joanne Russell

Joanne Russell Provost and Vice President for Academic Affairs

DATE: \_\_\_\_\_

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Simone Rodriguez Vice President of Workforce Development and Continuing Education

DATE: \_\_\_\_\_5/26/2021\_\_\_\_\_\_

#### APPENDIX B SAMPLE TRANSCRIPT MEMO

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

Date:	XX/XX/2021	
To: From:	Registrar, and Transfer Credit Evaluator, Alissa Levine, Director of Programs, Workforce Development	
CC:	Simone Rodriguez, Vice President, Workforce Development and Continuing Education Joanne Russell, Provost and Vice President for Academic Affairs	
	, Department Chairperson,	
D.		

Re: Student Name & CUNY First ID # if applicable/Last four of SS#

I am submitting the WD/OCE transcript for the above referenced student. Student's Name had registered with WD/OCE for <u>UX Design</u>, in the <u>semester</u>.

This student has matriculated and applied for the <u>A.S. Graphic Design and Illustration, UX Design</u> <u>Concentration</u>, and would like the credit(s) transferred and applied towards this degree.

The student has completed the following course(s) with a <u>grade of "C" or better</u>. Check off the course that will be reviewed for the transfer of <u>credit(s)</u> towards the above listed degree program.

Name of CE course: ART 2500 – Human Centered Design (3 credits)	Grade
Name of CE course: ART 2600 – UX Visual Design (3 credits)	Grade
Name of CE course: ART 2700 – Coding for Designers (3 credits)	Grade

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

ART 2500 – Human Centered Design (3 credits)	Grade
ART 2600 – UX Visual Design (3 credits)	Grade
ART 2700 – Coding for Designers (3 credits)	Grade

Any questions, please contact our office:

Alissa Levine, Director of Programs, Workforce Development Office of Workforce Development and Continuing Education Kingsborough Community College 2001 Oriental Boulevard Brooklyn, NY 11235 Alissa.Levine@kbcc.cuny.edu