

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

The Office of Academic Affairs and Workforce Development/Office of Continuing Education (WD/OCE).

2. Statement of Purpose

- a. This Agreement has been entered into by the above listed Departments. The purpose of this agreement is to facilitate credit articulation and provide a smooth transition from WD/OCE non-credit course(s) to **any** matriculated degree program at Kingsborough Community College.
- b. The agreement allows WD/OCE students that are enrolled in "The CUNY Fatherhood Academy: College and Career Prep (CCP) Program," to transfer up to 2-credits (two individual 1-credit courses) upon **matriculating to any** of Kingsborough Community College's degree programs. 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 **January 1, 2024**.
- b. WD/OCE and the Office of Academic Affairs 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 **both** the Provost and Senior 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 terms granted to students who have already been accepted into and/or transferred into any of Kingsborough Community College's degree programs will be honored.
- e. WD/OCE and the Office of Academic Affairs 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.

6. Required Signatures

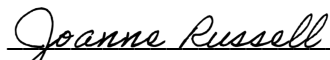
- 1. Provost and Senior Vice President for Academic Affairs
- 2. Vice President Workforce Development and Continuing Education

Appendix A

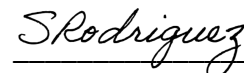
ARTICULATION OF COURSE CREDITS

The following stipulations apply to a participant successfully transferring credits as part of the articulation agreement:

1. The non-credit course(s) aligns with the Course Learning Outcomes of the credit course(s) for
 - SD 1100 – Career and Life Planning (1 credit) and
 - SD 1200 – Strategies for College Success (1 credit);
2. The student must have completed the course(s) 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 CUNY Fatherhood Academy Director will maintain the student’s Certificate of Completion reflecting the participant’s non-credit course(s) (using WD/OCE Department issued course numbers and titles), grades, and dates. The CUNY Fatherhood Academy Director will provide a Evaluation Memo supporting the Certificate of Completion (Appendix B), which will be delivered to the Admissions Director/Transfer Evaluator upon **matriculation**. Students will be informed to provide a copy of their Certificate of Completion and Evaluation Memo at the time of registration.
6. Credit(s) will be valid and applicable as long as the course is offered and/or recognized by the Department.



Joanne Russell
Provost and Senior Vice President for Academic Affairs



Edwisimone Rodriguez
Vice President for Workforce Development and
Continuing Education

DATE: April 3, 2024

DATE: April 4, 2024

APPENDIX B
SAMPLE EVALUTION MEMO

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

Date: XX/XX/2024
To: Admissions Director, [redacted] and Transfer Credit Evaluator,
[redacted]
From: Kymel Yard, Director, CUNY Fatherhood Academy
CC: Simone Rodriguez, Vice President, Workforce Development and Continuing Education
Joanne Russell, Provost and Senior Vice President for Academic Affairs
Re: Student Name & CUNY First ID # if applicable/Last four of SS#

I am submitting the WD/OCE Certificate of Completion for the above referenced student. Student's Name had registered with WD/OCE for "The CUNY Fatherhood Academy: College and Career Prep (CCP) Program" in the [redacted] semester.

This student has matriculated and applied for a degree program at the College, and would like the credit transferred and applied towards this degree.

The student has completed the following course(s) with a grade of "C" or better for the transfer of up to 2-credits in total (two individual 1-credit courses) toward their matriculated degree program.

- SD 1100 – Career and Life Planning: (1 credit) Grade ____
- SD 1200 – Strategies for College Success course: (1 credit) Grade ____

The student will receive One (1) credit *per course* considered the equivalent of each of the below listed courses:

- SD 1100 – Career and Life Planning (1 credit) Grade ____
- SD 1200 – Strategies for College Success (1 credit) Grade ____

Any questions, please contact our office:

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