

Transfer Articulation Admission Agreement

by and between

**Rutgers, The State University of New Jersey,
on behalf of its School of Public Affairs and Administration (SPAA)
and
Hudson County Community College**

This Transfer Articulation Admission Agreement (Agreement) is to establish a cooperative academic relationship between Rutgers, The State University of New Jersey on behalf of its School of Public Affairs and Administration (SPAA) and Hudson County Community College (HCCC), together referred to as the "Parties" and singularly as the "Party."

Purpose

The purpose of this Agreement is to enable students who graduate from HCCC with an Associate of Science (A.S.) degree in Human Services to continue their education and obtain a Bachelor of Arts (B.A.) degree from SPAA, referred to as the "Program."

Admission Criteria to SPAA B.A. Degree Program for HCCC (A.S.) Human Services

Individuals meeting the following conditions will be eligible for admission to the SPAA B.A. degree program:

- Completion of an A.S. Human Services from HCCC earned within the last 7 years;
- C grade or better in English 101/102 and Math 100 or higher;
- Completion of all courses in the HCCC Degree Completion Plan (Attachment A);
- SPAA recommends a 3.0 or higher for admission.

SPAA B.A. Degree Requirements

SPAA B.A. Degree requires the completion of a minimum of 120 credits, including 35 credits in Public and Nonprofit Administration and 18 credits of a second concentration. See attached SPAA Degree Completion Plan (Attachment B).

Transfer of (A.S.) Human Services

HCCC (A.S.) Human Services degree holders may transfer 60-65 credits towards a B.A. in Public and Nonprofit Administration from SPAA subject to the following conditions:

- No individual HCCC course will transfer to the SPAA transcript, provide specific degree credit, or be able to be used to satisfy Rutgers course prerequisites unless a "C" or better has been earned in that course.
- Introduction to Human Services (HUS 101) will substitute for as an elective for the Public and Nonprofit Administration major.
- Students having completed an HCCC A.S. or AA degree that is compliant with the Comprehensive Statewide Transfer Agreement will be treated as having satisfied all lower-level Core Curriculum requirements for Rutgers University-Newark (see Attachment B), as stipulated by the Comprehensive Statewide Transfer Agreement (see Attachment A).

Special Conditions

- Under the policies of the Comprehensive State-wide Transfer Agreement, HCCC is responsible for providing 100- and 200-level courses and Rutgers University-Newark is responsible for providing 300- and 400-level courses.

- All students intending to transfer through this Agreement are required to complete their last 30 credits offered by Rutgers University–Newark. The Rutgers University–Newark residency requirement may be satisfied by taking Rutgers University–Newark courses offered by other Rutgers units. Courses taken as exchange registration do not apply to the residency requirement.

Admission into SPAA Accelerated Masters in Public Administration (MPA) Degree

Students can apply for admission into the MPA degree program during the completion of their undergraduate degree, through the Rutgers Graduate and Professional Admissions website, <https://gradstudy.rutgers.edu/apply/overview>. Upon admission, all Accelerated MPA coursework used as the second concentration will count towards MPA program degree completion, as included in Attachment C. The MPA program requires 42 credits, including 33 credits in core course work and 9 credits of electives.

The articulation plan in Attachments A, B, and C is intended to serve as a guide for students who want to transfer from HCCC to SPAA. As each student is unique, SPAA will provide students with guidance and information about their individual transfer situation.

Any change in the curriculum of the HCCC or SPAA program will require a review of this Agreement by both programs.

Confidentiality

Any information shared between the Parties which by their nature should be reasonably understood by the receiving Party as confidential or proprietary information, shall remain confidential, to the extent allowed by law.

Marketing

SPAA and HCCC will work together to promote this Agreement to the participants which may include on-site events and distribution of marketing materials. The Parties may utilize each other's trademarks in connection with promoting the Agreement, provided the other Party pre-approves such use. Neither Party shall gain any right, title, or interest in any name or trademark of the other Party.

Term, Termination and Modification

This Agreement is effective January 1, 2021, regardless of date(s) of execution, and shall remain in effect for five (5) years. Thereafter, this Agreement may be extended via a writing signed by both Parties sixty (60) days prior to the end of the current term.

Either Party may terminate this Agreement for any reason, or no reason, by providing thirty (30) days' written notice to the other Party. Should this Agreement be terminated, students enrolled in the Program will be afforded the opportunity to complete the semester or the Program.

This Agreement is subject to change or modification by mutual written consent between the Parties. Any provisions of this Agreement which remain to be performed or by their nature would be intended to be applicable following the expiration or termination of this Agreement, including the continued matriculation of students that are at the time presently enrolled in HCCC or SPAA under the terms of this Agreement, shall survive the expiration/termination of this Agreement.

Additional Provisions

1. The curriculum outlined in this Agreement will be reviewed annually by the administrative staffs of both SPAA and HCCC.
2. SPAA and HCCC agree to exchange data and documents that will contribute to the maintenance of this Program and promote effective cooperation between the two institutions. SPAA and HCCC

agree that any exchange by the Parties of student record information protected by the Family Education Rights and Privacy Act (FERPA) and implementing regulations (34 CFR Part 99) shall commit the receiving Party to limit the use of such information to the purposes for which the disclosure was made and to impose such limits on any re-disclosure. The Parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34, and 99.35.

3. This Agreement shall be subject to all present and future applicable laws, orders, rules and regulations of the United States of America, the State of New Jersey, and any other regulatory body thereof having jurisdiction.
4. Each institution asserts that it has adopted and will communicate to faculty and students appropriate policies and procedures regarding non-discrimination and harassment and asserts its responsibility to provide a learning and working environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, creed, color, national origin, ancestry, age, gender (including sexual harassment), marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the US Armed Forces, disability, or any other category protected by applicable local, state, or city law, are prohibited.
5. HCCC and SPAA each agree, to the extent authorized under the Constitution and the laws of the State of New Jersey, to indemnify and hold the other harmless from any claim, demand, suit, loss, or liability which the indemnified Party may sustain as a result of the indemnifying Party's breach of its duties under this Agreement; provided, however, neither Party shall have any obligation or liability to the other Party under this paragraph for claims, demands, or causes of action arising out of the intentional or negligent conduct (whether sole, joint, concurring, or otherwise) of the Party, its officers, employees, agents, licensees, or invitees, or for the intentional or negligent conduct of any person or entity not subject to such Party's supervision or control.
6. HCCC and SPAA each agree that any dispute between the Parties over the obligations or responsibilities under this Agreement shall be resolved through the decision-making and dispute resolution processes agreed upon by parties involved and that use of such processes is a condition precedent to any remedies established by law.
7. The Parties to this Agreement have had full opportunity to participate and have participated in the drafting and revising of the language of this Agreement and nothing in this Agreement shall be construed against the Party drafting this Agreement because of having drafted this Agreement or any specific provision hereof.
8. Any and all notices or other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given if: (i) delivered by hand; (ii) sent by overnight courier; (iii) sent by fax or email, subject to confirmation of receipt; or (iv) sent postage prepaid by registered or certified mail, return receipt requested.
9. This Agreement sets forth the entire understanding between the Parties and no amendments or modifications shall be made to the Agreement, except in writing signed by both Parties.
10. **Counterparts and Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute a single, enforceable instrument. Facsimile, PDF, or scanned copies sent by email of this Agreement and any signatures thereon shall be considered for all purposes as original signatures.

Hudson County College Degree Completion Plan (Attachment A)

First Semester

| | |
|--|----|
| CSS 100 - College Student Success | 1 |
| ENG 101 - College Composition I | 3 |
| ENG 112 - Speech | 3 |
| MAT *** Mathematics Elective* | 3 |
| HUS 101 - Introduction to Human Services | 3 |
| TOTAL | 13 |

Second Semester

| | |
|---|----|
| ENG 102 - College Composition II | 3 |
| HUS 121 - Helping Strategies and Relationships | 3 |
| CSC 100 - Introduction to Computers & Computing | 3 |
| SOC 101 – Principles of Sociology | 3 |
| BIO 107 - Human Biology | |
| OR | 4 |
| BIO 111 - Anatomy and Physiology | |
| TOTAL | 16 |

Third Semester

| | |
|--|----|
| HUS 231 - Internship in Human Services I | 3 |
| HUS 230 - Interviewing Techniques | 3 |
| PSY 101 - Introduction to Psychology | 3 |
| HUS 105 - U.S. History I | 3 |
| SOC 201 - Sociology of the Family | |
| OR | 3 |
| Soc 280 - Social Research Methods | |
| TOTAL | 15 |

Fourth Semester

| | |
|---|----|
| HUS 241 - Internship in Human Services II | 4 |
| HUS 200 - Group Work in Human Services | 3 |
| PSY *** Complete one of the following | 3 |
| PSY 211, 212, 260, or 280 | |
| HUM 101 - Cultures and Values | 3 |
| PSC 102 - American Government | 3 |
| TOTAL | 16 |

SPAA Public and Nonprofit Administration Degree Completion Plan (Attachment B)

| Core Curriculum* Courses in each of these areas must be chosen from a list of approved courses. | | | Public and Nonprofit Administration: Major (35 credits) Note: Grades of "C" or better are required. (*denotes courses recommended for first-year students) | | |
|---|------------|--------------|--|------------|------------|
| Writing Intensive (denoted by "Q" in the section number) | | 6 cr. | Core Courses | | Cr. |
| | | | Introduction to Public Administration * | 40:834:200 | 3 |
| | | | Introduction to Nonprofit Administration | 40:834:203 | 3 |
| | | | Ethical Public Service (WI) | 40:834:301 | 3 |
| Second Concentration: Minor/Other | | | Public Service Organizations | 40:834:406 | 3 |
| | | | Leadership for the Service Professions | 40:834:408 | 3 |
| Accelerated MPA Curriculum | | | Service-Learning Courses (Must complete core courses) | | 5 |
| Introduction to Public Administration | 20:834:501 | 3 | Career Exploration in Public Service Seminar * | 40:834:429 | 1 |
| Administrative Ethics | 20:834:515 | 3 | Service-learning Internship I | 40:834:430 | 4 |
| Managing Public Organizations | 20:834:522 | 3 | | | |
| Human Resource Administration | 20:834:523 | 3 | | | |
| Public Policy Process | 20:834:524 | 3 | Elective Courses (Must complete 5 courses) | | 15 |
| Economic Issues in Public Administration | 20:834:541 | 3 | Public Service as Responsible Citizenship | 40:834:201 | 3 |
| | | | US and Global Urban Experience * | 40:834:302 | 3 |
| General Elective Credit | | | Technology and Public Service | 40:834:304 | 3 |
| MPA Course | | 3 | Grant Writing for Organizations (WI) | 40:834:306 | 3 |
| Elective | | 3 | The Arts and Culture of Public Service | 40:834:402 | 3 |
| Elective | | 3 | Philanthropy: Volunteerism, Community Engagement and Fundraising | 40:834:404 | 3 |
| | | | Democratic Foundations of Public Service | 40:834:409 | 3 |
| | | | Research in Public Administration | 40:834:410 | 3 |
| | | | Special Topics Course | 40:827:430 | 3 |
| | | | Public Service Independent Study | 40:827:431 | 3 |

*Core Curriculum requirements are waived for Associate Degree holders as per the New Jersey Comprehensive State-wide Transfer Agreement.

**Transfers with an Associate of Arts (AA) or Associate of Science (AS) Degree Curricular Map
for Public and Nonprofit Administration Major at SPAA,
with Accelerated Masters in Public Administration (MPA) Degree option (Attachment C)**

| First Semester at SPAA | | |
|--|----------------|-----------|
| Introduction to Non-Profit Administration (Core) | 40:834:203 | 3 |
| Ethical Public Service (Core) [Writing Intensive (WI)] | 40:834:301 | 3 |
| SPAA Elective | Refer to Codes | 3 |
| SPAA Elective | Refer to Codes | 3 |
| SPAA Elective | Refer to Codes | 3 |
| Total: | | 15 |

| Second Semester at SPAA | | |
|---|----------------|-----------|
| Public Service Organizations (Core) | 40:834:406 | 3 |
| Leadership for the Service Professions (Core) | 40:834:408 | 3 |
| Career Exploration in Public Service Seminar (Service Learning) | 40:834:429 | 1 |
| SPAA Elective | Refer to Codes | 3 |
| SPAA Elective | Refer to Codes | 3 |
| Free Elective | - | 3 |
| Total: | | 16 |

| Third Semester at SPAA | | |
|--|------------|-----------|
| Service Learning Internship 1 (Service Learning) | 40:834:430 | 4 |
| SPAA Elective – Grant Writing for Organizations highly encouraged since 2 WIs are required | 40:834:306 | 3 |
| Accelerated MPA | - | 3 |
| Accelerated MPA | - | 3 |
| Accelerated MPA | - | 3 |
| Total | | 16 |


| Fourth Semester at SPAA | | |
|--------------------------------|---|-----------|
| Accelerated MPA | - | 3 |
| Accelerated MPA | - | 3 |
| Accelerated MPA | - | 3 |
| Accelerated MPA/Free Elective | - | 3 |
| Free Elective | - | 3 |
| Total | | 15 |


Approval of Agreement

This Agreement shall be effective for five (5) years, from January 1, 2021 to December 31, 2025. To ensure continuity and maintenance of this Agreement, it shall be reviewed and updated every five (5) years, or as needed when either Party makes curricular changes or via an Amendment signed by both Parties.

Rutgers The State University of New Jersey

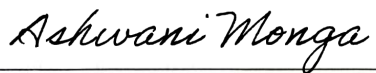
Hudson County Community College



Charles Menifield
Dean
School of Public Affairs and Administration


Darryl E. Jones
Vice President of Academic Affairs
Hudson County Community College

3-23-2022
Date

March 18, 2022
Date


Ashwani Monga
Provost and Executive Vice Chancellor
Rutgers University-Newark


Christopher M. Reber
President
Hudson County Community College

3-23-2022
Date

March 21, 2022
Date