

## **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  
County College of Morris**

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 County College of Morris (CCM), together referred to as the "Parties" and singularly as the "Party."

### **Purpose**

The purpose of this Agreement is to enable students who graduate from CCM with an Associate of Arts (A.A.) or Associate of Science degree 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 for CCM A.S. and A.A. Degree Holders**

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

- Completion of an A.A. or A.S. degree from CCM earned within the last 7 years;
- C grade or better in English 111/112 and Math 110 or higher;
- Completion of all courses in the CCM 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.A. or A.S. Degree**

CCM A.A. or A.S. 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 CCM 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.
- Public Administration (PUB 111) transfers as Intro to Public Administration (40:834:200). Principles of Management (BUS215) will substitute for Leadership for Service Professionals (40:834:408). Ethics (PHL114) will substitute for Ethical Public Service (40:834:301). Students are limited to one of the course options.
- Students having completed an CCM 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, CCM 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 CCM 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 CCM 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 CCM 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 September 1, 2022, 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 CCM or SPAA under the terms of this Agreement, shall survive the expiration/termination of this Agreement.

## Additional Provisions

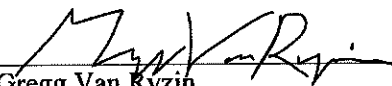
1. The curriculum outlined in this Agreement will be reviewed annually by the administrative staffs of both SPAA and CCM.
2. SPAA and CCM agree to exchange data and documents that will contribute to the maintenance of this Program and promote effective cooperation between the two institutions. SPAA and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


**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

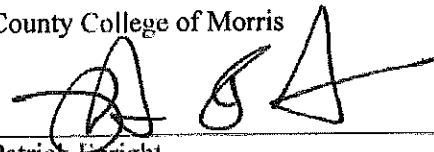
  
\_\_\_\_\_  
Gregg Van Ryzin  
Interim Dean  
School of Public Affairs and Administration

11/11/2022  
\_\_\_\_\_  
Date


  
\_\_\_\_\_  
Jeffrey Robinson  
Provost  
Rutgers University-Newark

12/20/2022  
\_\_\_\_\_  
Date

County College of Morris

  
\_\_\_\_\_  
Patrick Enright  
Senior Vice President of Academic Affairs,  
Workforce Development & Student Success  
County College of Morris

9.26.22  
\_\_\_\_\_  
Date

  
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Dr. Anthony Iacopo  
President  
County College of Morris

9-26-22  
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Date

County College of Morris Degree Completion Plan (Attachment A)  
A.S. Business Administration to B.A. in Public and Nonprofit Administration from SPAA

FIRST SEMESTER	CREDIT HOURS
English Composition I ENG 111	3
Math Elective	3
Introduction to Business BUS 112	3
Business Information Systems BUS 119	3
Principles of Accounting I ACC 111	3
Credit Hours	15
SECOND SEMESTER	
English Composition II ENG 112	3
Math Elective	3
General Education Elective	3
Principles of Accounting II ACC 112	3
Principles of Marketing I MKT 113	3
Credit Hours	15
THIRD SEMESTER	
General Education Elective	3
Business Electives	6
Principles of Economics ECO 211	3
Principles of Management BUS 215	3
Credit Hours	15
FOURTH SEMESTER	
Free Elective - Public Administration PUB 111	3
Lab Science Elective	4
Business Elective	3
Restricted History Elective	3
Principles of Economics II ECO 212	3
Credit Hours	16
Total Credit Hours	61

County College of Morris Degree Completion Plan (Attachment A)  
A.A. Liberal Arts Humanities/Social Science to B.A. in Public and Nonprofit Administration from SPAA

FIRST SEMESTER	CREDIT HOURS
English Composition I ENG 111	3
Math Elective	3/4
Principles of Sociology SOC 120	3
History Elective	3
Humanities Elective	3
Credit Hours	15/16
SECOND SEMESTER	
English Composition II ENG 112	3
General Psychology PSY 113	3
History Elective	3
Speech Fundamentals COM 109	3
Lab Science	3
Credit Hours	16
THIRD SEMESTER	
Literature or Language Elective	3
Math/Lab Science/Technology	3/4
Restricted Elective	3
Restricted Elective	3
Diversity Elective	3
Credit Hours	15/16
FOURTH SEMESTER	
Public Administration PUB 111	3
Literature or Language Elective	3
Restricted Elective	3
Restricted Elective	3
Credit Hours	12
Total Credit Hours	60

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

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

<b>First Semester at SPAA</b>		
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
	<b>Total:</b>	<b>15</b>

<b>Second Semester at SPAA</b>		
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
	<b>Total:</b>	<b>16</b>

<b>Third Semester at SPAA</b>		
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
	<b>Total</b>	<b>16</b>

<b>Fourth Semester at SPAA</b>		
Accelerated MPA	-	3
Accelerated MPA	-	3
Accelerated MPA	-	3
Accelerated MPA/Free Elective	-	3
Free Elective	-	3
	<b>Total</b>	<b>15</b>