

**ARTICULATION AGREEMENT  
BETWEEN BERKELEY COLLEGE AND  
HERKIMER COLLEGE**

**AGREEMENT** by and between Berkeley College ("Berkeley"), an institution of higher education with a location at 3 East 43<sup>rd</sup> Street, New York, NY 10017 and Herkimer College ("Herkimer"), an institution of higher education located at 100 Reservoir Road, Herkimer, NY 13350

**WHEREAS**, the parties desire to facilitate opportunities for students who wish to transfer from Herkimer with associate degrees to the baccalaureate degree programs at Berkeley; and

**WHEREAS**, the parties desire to further that goal by defining the terms and conditions under which those students will be able to transfer to Berkeley with little or no loss of academic credits previously earned;

**NOW, THEREFORE**, the parties agree as follows:

**I. ENROLLMENT AND TRANSFER REQUIREMENTS**

Students who meet all of the following requirements will be treated as having completed up to 90 Berkeley credits (the equivalent of approximately 60 semester credits) and will be eligible for admission to an Upper Division. Applications for transfer credit that, in the sole discretion of Berkeley, do not meet all of the requirements below will be evaluated on an individual course-by-course basis and in accordance with Berkeley's Transfer Credit Policy.

- A. Students must have graduated from Herkimer with an associate's degree.
- B. Students must have completed the requisite coursework for one of the Herkimer programs listed in Appendix A and must be seeking to apply those credits to a corresponding Berkeley bachelor's degree program.
  - 1. Appendix A lists all Herkimer courses and credits for the included programs and the corresponding Berkeley courses and credits toward which they will be accepted.
  - 2. In the event that either institution modifies or eliminates any of the courses or credits in Appendix A, Berkeley, in its sole discretion, may decline to accept credits for transfer with respect to those courses unless and until the parties have mutually agreed upon an appropriate amendment of Appendix A.
- C. Only credits earned within 10 years of the date of the transfer application will be covered by this Agreement.

**II. GENERAL INFORMATION**

- A. Berkeley follows a quarter system. For in-person courses, one Berkeley credit hour is equivalent to 50 minutes of scheduled class time plus 2 hours of out-of-class work, per week, over the span of a 12 week quarter.

- B. Berkeley accepts transfer credits, not grades. Course grades received at Herkimer will not be applied toward the calculation of the student's grade point average at Berkeley.
- C. Not all degree programs and courses are offered at every Berkeley location. Students may be required to take some courses at another location or online.
- D. Berkeley reserves the right to add, discontinue or modify its academic, scholarship and other programs and policies at any time.

### **III. INSTITUTIONAL OBLIGATIONS**

- A. During the period of this Agreement, each party will send notice to the other at least 4 months prior to the implementation of any curricular changes that might affect this Agreement.
- B. The parties will use reasonable efforts to make appropriate personnel in their respective institutions aware of this Agreement and encourage them to support it. Such persons include admissions staff, counselors and appropriate faculty. Berkeley's Office of Admissions will supply Herkimer with promotional literature, which will be made available to students.

### **IV. TERMINATION**

This Agreement shall remain in effect from the date of the last signature below until it is terminated by one of the parties. Either party may terminate this Agreement by providing at least three (3) months' written notice prior to the intended date of termination.

### **V. PROPRIETARY MARKS; PUBLICITY**

Each party acknowledges that the other is the exclusive owner of certain trademarks and service marks ("Marks"). Each party agrees not to use the Marks of the other for any purpose without prior written consent. The parties hereby grant each other permission to refer to the names of the parties and this Agreement in each party's official Catalog and web site, and in other ways for the sole purpose of promoting the successful implementation of this Agreement and communicating its contents to the general public.

### **VI. INDEPENDENT CONTRACTORS**

It is expressly understood that Berkeley and Herkimer are independent contractors. Nothing herein shall create any joint venture, legal partnership, agency relationship or otherwise provide any authority of the one party to bind the other to any third party. Neither party may act in any way as the representative of the other, nor is either party authorized to incur any liability, obligation or expense on behalf of the other party.

## **VII. ASSIGNMENT**

Neither party shall assign or subcontract any portion of its rights or obligations under this Agreement to any unaffiliated person or entity without the written consent of the other party. Any attempt to do so shall be deemed null and void as between the parties. This Agreement shall be binding upon the parties' successors and permissible assigns.

## **VIII. NOTICE**

Notice shall be given to each party at the address listed below (i) by deposit with an overnight courier with charges prepaid; (ii) by deposit in the United States mail, first-class postage prepaid by registered or certified mail; or (iii) by email to the other party, which shall be effective upon the giving of a separate acknowledgement of receipt. Any notice shall be deemed to have been given one (1) business day after deposit with an overnight courier or three (3) days after deposit in the United States mail.

Berkeley College  
Attn: Marianne P. Vakalis, Ed.D.  
Office of the Provost  
44 Rifle Camp Road  
mpv@berkeleycollege.edu

Herkimer College  
Attn: Katherine A. Schwabach  
Counselor, Transfer Services  
100 Reservoir Road  
Herkimer, NY 13350  
schwabaka@herkimer.edu

## **IX. GOVERNING LAW; VENUE**

This Agreement shall be governed by the laws of the State of New York without giving effect to any conflict of laws provisions. Unless mutually agreed otherwise, any legal proceedings arising out of this Agreement shall be commenced and maintained exclusively in a state or federal court located in the State and County of New York. The parties hereby consent to jurisdiction and waive any objections to venue in such courts.

## **X. ENTIRE AGREEMENT; AMENDMENT**

This Agreement constitutes the entire agreement and understanding between the parties relating to the subject matter it addresses and supersedes all other agreements, representations and understandings between the parties with respect thereto, including but not limited to the February 2008 agreement between the parties. Except as otherwise noted, this Agreement, including its appendices, may not be supplemented or modified without a written and dated amendment signed by both parties.

**XI. MISCELLANEOUS**

- A. **Survival of Terms.** The provisions concerning intellectual property rights shall survive the termination of this Agreement.
- B. **Headings.** Headings set forth in this Agreement are intended solely for organizational purposes and shall not affect the interpretation of the underlying provisions.
- C. **Counterparts.** This Agreement may be executed in counterparts. Execution may be evidenced by an electronic copy (facsimile or electronic image) of the signed document.
- D. **Severability.** In the event a court of competent jurisdiction declares any provision of this Agreement to be void, the remaining provisions shall be deemed severed and shall remain enforceable to the full extent permitted by law.
- E. **Force Majeure.** Neither party shall be liable for a failure to perform its obligations under this Agreement to the extent that such performance was rendered impracticable by fire, flood, police action, public safety emergency, epidemic, natural disaster or act of terrorism or war.
- F. **No Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended or shall confer upon any other person or entity, any enforceable right, benefit or remedy of any nature by reason of this Agreement.

Berkeley College

Herkimer College

By: M. Vakalis Date: June 16, 2014

Marianne P. Vakalis, Ed.D.  
Provost

By: Nicholas Laino Date: 5/23/14

Nicholas Laino  
Interim President

By: Michael Oriolo Date: 5/16/14

Michael Oriolo  
Dean of Academic Affairs

Appendix A: Transfer Tables

Appendix A

**BUSINESS ADMINISTRATION - MANAGEMENT**

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.B.A.

		Accepted	Required		
		SEM HRS	QRT HRS		
<b>Major Courses</b>					
BU232	Principles of Management	3		MGT220	Principles of Management
			4	MGT225	Customer Service Management
			4	MGT231	Organizational Behavior
			4	MGT249	Human Resources Management
			4	MGT332	Operations Management
			4	MGT420	Managing for Change
			4	MGT425	Management Simulation
			4	MGT430	Leadership
			2	BUS250	Computer Applications in Business
			4	BUS451	Business Strategy and Policy
			2	CIS212	Multimedia and Business Presentations
<b>Business Courses</b>					
BU114	Accounting I	3		ACC110	Fundamentals of Accounting for Managers
BU115	Accounting II	3		ACC113	Managerial Accounting
BU111	Bus Organization & Management	3		BUS100	Business Organization & Management
FS100	First Year Student Seminar	1		BUS226	Career Management Seminar
BU121	Business Law I	3		BUS231	Business Law I
			4	BUS483	Internship
			4	FIN301	Principles of Finance I
			4	IBS201	International Business
BU141	Intro Marketing	3		MKT220	Principles of Marketing
IS115	Computer Applications I	3		CIS115	Computer Applications
BU122	Business Law II	3	4		Business Electives
<b>Liberal Arts Courses *</b>					
EN111	English I - College Writing	3		ENG105	Expository Writing
EN112	English II - Intro to Lit	3		ENG106	Writing Through Literature
			4	ENG115	Public Speaking
BU112	Business Communications	3		ENG265	Business Communication
	Appropriate Math Elective	3		MAT211	College Algebra
			4	MAT212	Mathematics with Business Applications
	Appropriate Math Elective (Statistics)	3		MAT215	Statistics I
SS185	Intro Macroeconomics	3		SOC201	Macroeconomics
SS186	Intro Microeconomics	3		SOC202	Microeconomics
			4	SOC210	Sociology
	Elective	3	4		Humanities Electives
			4		Math/Science Electives
			8		Social Science Electives
	Arts Selective	3			Gen Ed Core Humanities Elective
	Lab Science Elective	4			Gen Ed Core Math/Science Elective
	American History selective	3			Gen Ed Core Social Science Elective
IS111	Keyboarding Essentials	1	10		Free Electives
	Physical Education Activity	2			
		<b>62</b>	<b>90</b>		

\* 16 Liberal Arts credits must be taken at the 300/400 level.

\*\* Depending on course taken, credit may apply elsewhere.

## FINANCIAL SERVICES

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.B.A.

		Accepted SEM HRS	Required QRT HRS		
<b>Major Courses</b>					
BU114	Accounting I	3		ACC110	Fundamentals of Accounting
BU115	Accounting II	3		ACC113	Managerial Accounting
			4	FIN200	Introduction to Financial Services
			4	FIN204	Financial Markets and Institutions
			2	FIN250	Computer Applications in Financial Services
			4	FIN301	Principles of Finance I
			4	FIN305	Principles of Financial Planning
			4	FIN310	Insurance Planning
			4	FIN315	Investment Planning
			4	FIN400	Tax Planning
			4	FIN405	Retirement Planning
			4	FIN410	Estate Planning
			4	FIN415	Principles of Finance II
			4	FIN420	Personal Financial Planning Capstone
<b>Business Courses</b>					
BU111	Bus Organization & Management	3		BUS100	Business Organization & Management
FS100	First Year Student Seminar	1		BUS226	Career Management Seminar
BU121	Business Law I	3		BUS231	Business Law I
			4	BUS483	Internship
BU232	Principles of Management	3		MGT220	Principles of Management
BU141	Intro Marketing	3		MKT220	Principles of Marketing
IS115	Computer Applications I	3		CIS115	Computer Applications
			2	CIS201	Advanced Spreadsheets
			2	CIS204	Database Management Systems
BU122	Business Law II	3	4		Business Electives
<b>Liberal Arts Courses *</b>					
EN111	English I - College Writing	3		ENG105	Expository Writing
EN112	English II - Intro to Lit	3		ENG106	Writing Through Literature
			4	ENG115	Public Speaking
BU112	Business Communications	3		ENG265	Business Communication
	Appropriate Math Elective	3		MAT211	College Algebra
			4	MAT212	Mathematics with Business Applications
	Appropriate Math Elective (Statistics)	3		MAT215	Statistics I
SS185	Intro Macroeconomics	3		SOC201	Macroeconomics
SS186	Intro Microeconomics	3		SOC202	Microeconomics
			4	SOC231	Human Relations in the Workforce
	Elective	3	4		Humanities Elective
			4		Math/Science Electives
			8		Social Science Elective
	Arts Selective	3			Gen Ed Core Humanities Elective
	Lab Science Elective	4			Gen Ed Core Math/Science Elective
	American History selective	3			Gen Ed Core Social Science Elective
IS111	Keyboarding Essentials	1	4		Free Electives
	Physical Education Activity	2			
		<b>62</b>	<b>90</b>		

\* 16 Liberal Arts credits must be taken at the 300/400 level.

## GENERAL BUSINESS

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.B.A.

		Accepted SEM HRS	Required QRT HRS		
<b>Major Courses</b>					
			20		Specialization
			2	BUS250	Computer Applications in Business
			4	BUS451	Business Strategy and Policy
BU232	Principles of Management	3		MGT220	Principles of Management
			2	CIS212	Multimedia and Business Presentations
<b>Business Courses</b>					
BU114	Accounting I	3		ACC110	Fundamentals of Accounting for Managers
BU115	Accounting II	3		ACC113	Managerial Accounting
BU111	Bus Organization & Management	3		BUS100	Business Organization & Management
FS100	First Year Student Seminar	1		BUS226	Career Management Seminar
BU121	Business Law I	3		BUS231	Business Law I
			4	BUS483	Internship
			4	FIN301	Principles of Finance I
			4	IBS201	International Business
BU141	Intro Marketing	3		MKT220	Principles of Marketing
IS115	Computer Applications I	3		CIS115	Computer Applications
BU122	Business Law II	3	12		Business Electives
<b>Liberal Arts Courses *</b>					
EN111	English I - College Writing	3		ENG105	Expository Writing
EN112	English II - Intro to Lit	3		ENG106	Writing Through Literature
			4	ENG115	Public Speaking
BU112	Business Communications	3		ENG265	Business Communication
	Appropriate Math Elective	3		MAT211	College Algebra
			4	MAT212	Mathematics with Business Applications
	Appropriate Math Elective (Statistics)	3		MAT215	Statistics I
SS185	Intro Macroeconomics	3		SOC201	Macroeconomics
SS186	Intro Microeconomics	3		SOC202	Microeconomics
			4	SOC210	Sociology
	Elective	3	4		Humanities Electives
			4		Math/Science Electives
			8		Social Science Electives
	Arts Selective	3			Gen Ed Core Humanities Elective
	Lab Science Elective	4			Gen Ed Core Math/Science Elective
	American History selective	3			Gen Ed Core Social Science Elective
IS111	Keyboarding Essentials	1	10		Free Electives
	Physical Education Activity	2			
		<b>62</b>	<b>90</b>		

\* 16 Liberal Arts credits must be at the 300/400 level

## HEALTH SERVICES MANAGEMENT

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.B.A.

		Accepted SEM HRS	Required QRT HRS		
<b>Major Courses</b>					
			4	HEA101	Introduction to Health Services
			4	HEA200	Medical Terminology I
			4	HEA201	Medical Terminology II
			4	HEA203	Ethical and Legal Aspects of Health Services
			4	HEA215	Health Communications
			4	HEA220	Health Services Management I
			2	HEA255	Computer Applications in Health Services
			4	HEA310	Health Services Management II
			4	HEA409	Health Services Finance
			4	HEA410	Research Methods for Health Services
			4	HEA470	Special Topics in Health Services Mngt
			4	HEA483	Internship
			4		Health Services Electives
<b>Business Courses</b>					
BU114	Accounting I	3		ACC110	Fundamentals of Accounting for Managers
BU115	Accounting II	3		ACC113	Managerial Accounting
BU111	Bus Organization & Management	3		BUS100	Business Organization & Management
FS100	First Year Student Seminar	1		BUS226	Career Management Seminar
			4	FIN301	Principles of Finance I
BU232	Principles of Management	3		MGT220	Principles of Management
			4	MGT231	Organizational Behavior
			4	MGT249	Human Resource Management
BU141	Intro Marketing	3		MKT220	Principles of Marketing
IS115	Computer Applications I	3		CIS115	Computer Applications
<b>Liberal Arts Courses *</b>					
EN111	English I - College Writing	3		ENG105	Expository Writing
EN112	English II - Intro to Lit	3		ENG106	Writing Through Literature
			4	ENG115	Public Speaking
	Appropriate Math Elective	3		MAT211	College Algebra
			4	MAT212	Mathematics with Business Applications
	Appropriate Math Elective (Statistics)	3		MAT215	Statistics I
			4	SOC201	Macroeconomics
SS185	Intro Macroeconomics	3		SOC202	Microeconomics
SS186	Intro Microeconomics	3		SOC231	Human Relations in the Workforce
	Elective	3	4		Humanities Elective
			4		Math/Science Electives
			8		Social Science Elective
	Arts Selective	3			Gen Ed Core Humanities Elective
	Lab Science Elective	4			Gen Ed Core Math/Science Elective
	American History selective	3			Gen Ed Core Social Science Elective
IS111	Keyboarding Essentials	1			Free Electives
	Physical Education Activity	2			
BU112	Business Communications	3			
BU121	Business Law I	3			
BU122	Business Law II	3			
		<b>62</b>	<b>90</b>		

\* 16 Liberal Arts credits must be taken at the 300/400 level.



# INTERNATIONAL BUSINESS

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.B.A.

Accepted    Required  
SEM HRS    QRT HRS

<i>Major Courses</i>		Accepted SEM HRS	Required QRT HRS	
			4	IBS201 International Business
			4	IBS225 International Trade Policies & Practices
			4	IBS230 International Marketing
			4	IBS240 International Management
			4	IBS341 International Banking and Finance
			4	IBS344 Global Supply Chain Mngt and Logistics
			4	IBS405 International Business Simulation
			4	IBS440 International Strategic Management
			2	BUS250 Computer Applications in Business
			2	CIS212 Multimedia and Business Presentations
<b>Business Courses</b>				
BU114	Accounting I	3		ACC110 Fundamentals of Accounting for Managers
BU115	Accounting II	3		ACC113 Managerial Accounting
BU111	Bus Organization & Management	3		BUS100 Business Organization & Management
FS100	First Year Student Seminar	1		BUS226 Career Management Seminar
BU121	Business Law I	3		BUS231 Business Law I
			4	BUS483 Internship
BU232	Principles of Management	3		FIN301 Principles of Finance I
BU141	Intro Marketing	3		MGT220 Principles of Management
IS115	Computer Applications I	3		MKT220 Principles of Marketing
BU122	Business Law II	3		CIS115 Computer Applications
			8	Business Electives
<b>Liberal Arts Courses *</b>				
EN111	English I - College Writing	3		ENG105 Expository Writing
EN112	English II - Intro to Lit	3		ENG106 Writing Through Literature
			4	ENG115 Public Speaking
BU112	Business Communications	3		ENG265 Business Communication
	Appropriate Math Elective	3		MAT211 College Algebra
			4	MAT212 Mathematics with Business Applications
	Appropriate Math Elective (Statistics)	3		MAT215 Statistics I
SS185	Intro Macroeconomics	3		SOC201 Macroeconomics
SS186	Intro Microeconomics	3		SOC202 Microeconomics
			4	SOC210 Sociology
	Elective	3		4 Humanities Electives
			4	4 Math/Science Electives
			8	8 Social Science Electives
	Arts Selective	3		Gen Ed Core Humanities Elective
	Lab Science Elective	4		Gen Ed Core Math/Science Elective
	American History selective	3		Gen Ed Core Social Science Elective
IS111	Keyboarding Essentials	1	10	Free Electives
	Physical Education Activity	2		
		<b>62</b>	<b>90</b>	

\* 16 Liberal Arts credits must be taken at the 300/400 level.

## LEGAL STUDIES

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.S.

Accepted    Required  
SEM HRS    QRT HRS

**Major Courses**

		Accepted SEM HRS	Required QRT HRS	
			4	LAW100 Introduction to Law and Legal System
			4	LAW200 Legal Ethics and Professional Values
			4	LAW210 Legal Research
			4	LAW220 Writing for Legal Professionals
			4	LAW230 Civil Litigation
BU121	Business Law I	3		BUS231 Business Law I
			4	LAW310 Alternative Dispute Resolution
			4	LAW410 Constitutional Law
			4	LAW420 Real Property Law
			4	LAW430 Advanced Legal Research, Writing, Advocacy
			4	LAW483 Legal Studies Internship
	Business Law II	3	12	Legal Studies Electives*
<b>Business Courses</b>				
BU114	Accounting I	3		ACC110 Fundamentals of Accounting for Managers
BU111	Bus Organization & Management	3		BUS100 Business Organization & Management
FS100	First Year Seminar	1		BUS226 Career Management Seminar
IS115	Computer Applications I	3		CIS115 Computer Applications
			2	CIS204 Database Management Systems
<b>Liberal Arts Courses **</b>				
EN111	English I- College Writing	3		ENG105 Expository Writing
EN112	English II - Intro to Lit	3		ENG106 Writing Through Literature
	Appropriate Math Elective	3	4	ENG115 Public Speaking
	Appropriate Math Elective	3		MAT211 College Algebra
			4	MAT215 Statistics I
			4	HUM225 Ethics
			4	HUM355 Social Justice Philosophies
			4	HUM360 Law and the Humanities
SS141	American Government (Rec. Am. Hist.)***	3		SOC215 Political Science
SS151	Intro Psychology (Rec. Elective)**	3		SOC231 Human Relations in the Workforce
			4	SOC310 Intercultural Communication
BU112	Business Communications	3	4	Humanities Elective
			4	Math/Science Electives
SS185	Intro Macroeconomics	3	4	Social Science Elective
			4	Liberal Arts Electives
	Arts Elective	3		Gen Ed Core Humanities Elective
	Laboratory Science Elective	4		Gen Ed Core Math/Science Elective
SS186	Intro Microeconomics	3		Gen Ed Core Social Science Elective
	Physical Education Activity	2		Free Electives
IS111	Keyboarding Essentials	1		
BU115	Accounting II	3		
BU141	Intro Marketing	3		
BU232	Business Management	3		
		<b>62</b>	<b>90</b>	

\*8 Legal Studies Electives must be taken at 300/400 level.

\*\* 24 Liberal Arts credits must be taken at the 300/400 level.

## MARKETING COMMUNICATIONS

Herkimer College  
A.S. Business Administration

BERKELEY COLLEGE  
B.B.A.

		Accepted SEM HRS	Required QRT HRS		
<b>Major Courses</b>					
BU141	Intro Marketing	3		MKT220	Principles of Marketing
			4	MKT222	Foundations of Market Research
			4	MKT223	Digital and Social Media Strategy
			4	MKT241	Consumer Behavior
			4	MKT242	Brand Management
			4	MKT247	Advertising Management
			4	MKT351	Public Relations
			4	MKT446	Media Strategy and Metrics
			4	MKT455	The IMC Campaign
			8		Marketing Electives **
<b>Business Courses</b>					
BU111	Bus Organization & Management	3		BUS100	Business Organization & Management
			4	BUS245	Business Ethics
FS100	First Year Student Seminar	1		BUS226	Career Management Seminar
			4	BUS281	Project Management
			4	BUS483	Internship
IS115	Computer Applications I	3		CIS115	Computer Applications
			2	CIS212	Multimedia and Business Presentations
BU232	Principles of Management	3		MGT220	Principles of Management
			4	MGT420	Managing for Change
BU114	Accounting I	3			Business Electives
BU115	Accounting II	3			
BU121	Business Law I	3			
BU122	Business Law II	3			
<b>Liberal Arts Courses *</b>					
EN111	English I - College Writing	3		ENG105	Expository Writing
EN112	English II - Intro to Lit	3		ENG106	Writing Through Literature
			4	ENG115	Public Speaking
BU112	Business Communications	3		ENG265	Business Communication
	Appropriate Math Elective	3		MAT211	College Algebra
			4	MAT212	Mathematics with Business Applications
	Appropriate Math Elective (Statistics)	3		MAT215	Statistics I
			4	MAT216	Statistics II
SS185	Intro Macroeconomics	3		SOC201	Macroeconomics
			4	SOC231	Human Relations in the Workforce
			4	SOC310	Intercultural Communication
			4	HUM311	Persuasive Communication
	Elective	3			Humanities Electives
SS186	Intro Microeconomics	3			Social Science Electives
	Arts Selective	3		GEC111	The Art of Argument
	Lab Science Elective	4			Gen Ed Core Math/Science Elective
	American History selective	3			Gen Ed Core Social Science Elective
IS111	Keyboarding Essentials	1			Free Electives
	Physical Education Activity	2			
		<b>62</b>	<b>90</b>		

\* 16 Liberal Arts credits must be taken at the 300/400 level.

\*\* 8 Marketing Communications credits must be at the 300/400 level.