MEMORANDUM OF UNDERSTANDING

BETWEEN

STATE UNIVERSITY OF NEW YORK AT COBLESKILL Bachelor of Business Administration

AND

STATE UNIVERSITY OF NEW YORK EMPIRE STATE COLLEGE

Master of Business Administration in Business Management

September 2017

I. General Statement of Purpose

This document establishes a formal Memorandum of Understanding between the SUNY Cobleskill's Bachelor of Business Administration (BBA) degree program and SUNY Empire State College's (ESC) Master of Business Administration (MBA) in Business Management graduate degree program.

The purpose is to facilitate the admission of qualified SUNY Cobleskill Bachelor of Business Administration degree recipients into SUNY Empire State College's Master of Business Administration (MBA) in Business Management degree program through two pathways: 1) cross-registration of SUNY Cobleskill Bachelor of Business Administration students into 9 credits of SUNY ESC MBA coursework and 2) a jointly registered combined BBA-MBA pathway.

II. Requirements and Terms

A. Cross-Registration Pathway

i. SUNY Cobleskill BBA students who have successfully completed at least 75-credits of coursework, have a cumulative GPA of 3.0 or above, and have SUNY Cobleskill department chair and SUNY ESC division chair approval may cross register for up to 9 credits of SUNY Empire State College MBA coursework from the following list: Operations Management, Leadership and Organizational Behavior, Strategic Perspectives of Global Management, Management Information Systems, Global E-Commerce Strategies, or Global Leadership Competencies. These 9-credits will meet the requirements for four courses within the BBA program, per the attached guide sheets.

B. Combined BBA-MBA Pathway

- i. SUNY Cobleskill and SUNY ESC have jointly developed a combined (i.e. multi-institution, multi-award) BBA-MBA pathway.
- ii. This combined BBA-MBA pathway will adhere to the following principles:
 - 1. SUNY Cobleskill students will be able to apply for the combined BBA-MBA program when they successfully complete 60-credits of undergraduate coursework. The prerequisite courses that need to be completed with a B or better
 - 2. prior to acceptance include: Micro Economics, Macro Economics, Statistics and Accounting as outlined on the attached guide sheets.
 - 3. Students must have earned a cumulative GPA of 3.2 or above at the time of application to the BBA-MBA pathway.

- 4. Active SUNY Cobleskill students applying to BBA-MBA pathway will have the following standard admission requirements waived:
 - a. Application fee
 - b. Application essay
 - c. Letters of recommendation
- 5. In order to maintain standing in the BBA-MBA pathway, students must maintain a GPA of 3.0 or above through completion of the BBA degree. Student who do not have a 3.0 GPA at the completion of the BBA will be dropped from the BBA-MBA pathway. However, students who are dropped form the program may apply to the SUNY ESC MBA program through the traditional admissions process.
- 6. Undergraduate students enrolled in the BBA-MBA pathway will cross-register for 12 credits of graduate MBA coursework, at the SUNY undergraduate tuition rate, at SUNY ESC during their junior and senior years. The four co-registered courses may include: Operations Management, Leadership and Organizational Behavior, Strategic Perspectives of Global Management, Management Information Systems, Global E-Commerce Strategies, or Global Leadership Competencies. These four courses will meet the requirements for four courses within the BBA program, per the attached guide sheets.
- 7. Upon completion of the BBA, students will matriculate with SUNY ESC as their home institution to complete the MBA in Business Management portion of the BBA-MBA pathway.
- 8. Students will provide SUNY Empire with a final transcript listing degree posted and cumulative GPA for the Bachelor of Business Administration degree program.
- C. SUNY Cobleskill students will cross-register in SUNY ESC MBA courses using the process outlined in the *Policy and Guidance: Cross Registration of Full-time Students* (attached.)
- D. SUNY Cobleskill and SUNY ESC will develop procedures for notification of the partner institution for any action taken by one institution that impacts a student's standing in either institution (e.g. violation of an academic or student conduct policy that results in probation or dismissal).
- E. SUNY Cobleskill will collect payment from SUNY Cobleskill BBA students cross registering into SUNY ESC MBA courses through either of this MOU's pathways and share revenue equal to the SUNY undergraduate tuition rate for each student-course enrollment with SUNY ESC.
- F. Per SUNY's 2013 cross registration guidance, SUNY Cobleskill, as the undergraduate home institution, will be responsible for packaging financial aid in accordance with federal and state agency requirements while students are matriculated undergraduates. SUNY ESC will be responsible for packaging financial aid in accordance with federal and state agency requirements once students have successfully completed their BBA with SUNY Cobleskill and matriculated as graduate students with SUNY ESC.

III. Benefits and Advantages

- A. Admission to SUNY Empire State College's Master of Business Administration in Business Management degree program which prepares students for management related professional careers.
- B. To attract qualified students to both institutions who wish to pursue a Master of Business Administration in Business Management degree which will prepare graduates with competencies needed for advanced leadership positions.

IV. Review and Revision of this Memorandum of Understanding

This agreement will be reviewed every two years in June, starting with the year of inception. Should either party desire to terminate this agreement, notification will be given to the other party, in writing, no less than six months prior to the proposed date of termination. In the event of a termination of this agreement, each party agrees to offer the coursework required to teach out existing students for the time period indicated in the program discontinuation paperwork submitted to SUNY.

SUNY EMPIRE STATE COLLEGE

SUNY COBLESKILL

Merodie Hancock, Ph.D.

President

Marion A Terenzio Ph.D.

President

David Bejou, Ph.D.

Date

Provost and Executive Vice President for Academic Affairs

Susan J. Zimmermann, Ph.D.

Provost and Vice President for Academic Affairs

GUIDE SHEET

FOR

MEMORANDUM OF UNDERSTANDING PATHWAY BETWEEN

STATE UNIVERSITY OF NEW YORK AT COBLESKILL

Bachelor of Business Administration

AND

SUNY EMPIRE STATE COLLEGE

Master of Business Administration in Business Management - Management Track

SEMESTER 1		SEMESTER 2	
ENGL 101 Composition I	3	ACCT 103 Managerial Accounting	3
MATH 125 Statistics	3	BADM 145 Business Communications	3
ACCT 101 Financial Accounting	3	Liberal Arts and Sciences	9
BADM 134 Principles of Marketing	3	Diodra i italia di	
CITA 110 Microcomputer Applications I or	3		
CITA 112 Spreadsheet & Database			
Applications			
Anything from PHED	1		
FFCS 199 Foundations for College Success	1		
TOTAL CREDITS	17	TOTAL CREDITS	15
TOTAL CREDITS	1 /	TOTAL CREDITS	13
SEMESTER 3		SEMESTER 4	
ACCT 335 Principles of Financial	3	BADM 249 Management	3
Management		Dribin 215 Management	
BADM 223 Business Law I	3	ECON 124 Macro Economics	3
Liberal Arts and Sciences ECON 125 Micro	9	Professional requirements	3
Economics	,	1 Totessional requirements	,
Leonomes		General Electives	6
TOTAL CREDITS	15	TOTAL CREDITS	15
TOTAL CREDITS	13	TOTAL CREDITO	
SEMESTER 5		SEMESTER 6	
BADM 305 International Business	3	BADM 320 Ethics and Management	3
BADM 380 Internship Orientation Bus Admin	1	BADM 400 Operations Management * co-	3
brown 300 memsinp offentation bus ramin	1	register for MGT-651531 Operations	5
		Management	
Professional Requirements	9	Management Elective 300/400	3
Liberal Arts and Sciences 300/400 level	3	Professional requirements	3
		Liberal Arts and Sciences 300/400 level *	3
		co-register for ORG-654550 Leadership and	J
		Organizational Behavior	
		organizational zenavior	
TOTAL CREDITS	16	TOTAL CREDITS	15
	1,0		
SEMESTER 7		SEMESTER 8	
BADM 449 Management & Policy Issues * co-	3	BADM 480 Internship in Business	9
register for MGT-654551 Strategic		Administration	
Perspectives of Global Management			
Management Elective 300/400 level * co-	3	BADM 485 Internship in Business	3
register for MGT-651644 Management		Administration Reporting	
Information Systems			
General Elective	5		
Professional Requirements	6		
2.2.2.2			
TOTAL CREDITS	17	TOTAL CREDITS	12

GUIDE SHEET

FOR

MEMORANDUM OF UNDERSTANDING PATHWAY BETWEEN

STATE UNIVERSITY OF NEW YORK AT COBLESKILL

Bachelor of Business Administration

AND

SUNY EMPIRE STATE COLLEGE

Master of Business Administration in Business Management - International Business Track

SEMESTER 1		SEMESTER 2	
ENGL 101 Composition I	3	ACCT 103 Managerial Accounting	3
MATH 125 Statistics	3	BADM 145 Business Communications	3
ACCT 101 Financial Accounting	3	Liberal Arts and Sciences	9
BADM 134 Principles of Marketing	3		
CITA 110 Microcomputer Applications I or	3		
CITA 112 Spreadsheet & Database			
Applications			
Anything from PHED	1		
FFCS 199 Foundations for College Success	1		
TOTAL CREDITS	17	TOTAL CREDITS	15
SEMESTER 3		SEMESTER 4	
ACCT 335 Principles of Financial	3	BADM 249 Management	3
Management		8	
BADM 223 Business Law I	3	ECON 124 Macro Economics	3
Liberal Arts and Sciences ECON 125 Micro	9	Professional requirements	3
Economics		110100010110110110110110110110110110110	
		General Electives	6
TOTAL CREDITS	15	TOTAL CREDITS	15
SEMESTER 5		SEMESTER 6	
BADM 305 International Business	3	BADM 320 Ethics and Management	3
BADM 380 Internship Orientation Bus Admin	1	BADM 400 Operations Management	3
Professional Requirements	9	Management Elective 300/400 * co-	3
	1	register for MGT-650617 Global E-	
		Commerce Strategies	
Liberal Arts and Sciences 300/400 level	3	Professional requirements	3
		Liberal Arts and Sciences 300/400 level*	3
		co-register for ORG-654550 Leadership	
		and Organizational Behavior	
TOTAL CREDITS	16	TOTAL CREDITS	15
	1	1011120112011	
SEMESTER 7		SEMESTER 8	
BADM 449 Management & Policy Issues * co-	3	BADM 480 Internship in Business	9
register for MGT-654551 Strategic		Administration	
Perspectives of Global Management		Training and a	
Management Elective 300/400 level	3	BADM 485 Internship in Business	3
* co-register for MGT-651634 Global		Administration Reporting	
Leadership Competencies			
General Elective	5		
Professional Requirements	6		
Professional Requirements	6		