

# 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 from 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.



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		
CITA 110 Microcomputer Applications I or CITA 112 Spreadsheet & Database Applications	3		
Anything from PHED	1		
FFCS 199 Foundations for College Success	1		
<b>TOTAL CREDITS</b>	<b>17</b>	<b>TOTAL CREDITS</b>	<b>15</b>
SEMESTER 3		SEMESTER 4	
ACCT 335 Principles of Financial Management	3	BADM 249 Management	3
BADM 223 Business Law I	3	ECON 124 Macro Economics	3
Liberal Arts and Sciences ECON 125 Micro Economics	9	Professional requirements	3
		General Electives	6
<b>TOTAL CREDITS</b>	<b>15</b>	<b>TOTAL CREDITS</b>	<b>15</b>
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- register for MGT-651531 Operations Management	3
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 * co-register for ORG-654550 Leadership and Organizational Behavior	3
<b>TOTAL CREDITS</b>	<b>16</b>	<b>TOTAL CREDITS</b>	<b>15</b>
SEMESTER 7		SEMESTER 8	
BADM 449 Management & Policy Issues * co- register for MGT-654551 Strategic Perspectives of Global Management	3	BADM 480 Internship in Business Administration	9
Management Elective 300/400 level * co- register for MGT-651644 Management Information Systems	3	BADM 485 Internship in Business Administration Reporting	3
General Elective	5		
Professional Requirements	6		
<b>TOTAL CREDITS</b>	<b>17</b>	<b>TOTAL CREDITS</b>	<b>12</b>

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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 CITA 112 Spreadsheet & Database Applications	3		
Anything from PHED	1		
FFCS 199 Foundations for College Success	1		
<b>TOTAL CREDITS</b>	<b>17</b>	<b>TOTAL CREDITS</b>	<b>15</b>
SEMESTER 3		SEMESTER 4	
ACCT 335 Principles of Financial Management	3	BADM 249 Management	3
BADM 223 Business Law I	3	ECON 124 Macro Economics	3
Liberal Arts and Sciences ECON 125 Micro Economics	9	Professional requirements	3
		General Electives	6
<b>TOTAL CREDITS</b>	<b>15</b>	<b>TOTAL CREDITS</b>	<b>15</b>
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- register for MGT-650617 Global E- Commerce Strategies	3
Liberal Arts and Sciences 300/400 level	3	Professional requirements	3
		Liberal Arts and Sciences 300/400 level* co-register for ORG-654550 Leadership and Organizational Behavior	3
<b>TOTAL CREDITS</b>	<b>16</b>	<b>TOTAL CREDITS</b>	<b>15</b>
SEMESTER 7		SEMESTER 8	
BADM 449 Management & Policy Issues * co- register for MGT-654551 Strategic Perspectives of Global Management	3	BADM 480 Internship in Business Administration	9
Management Elective 300/400 level * co-register for MGT-651634 Global Leadership Competencies	3	BADM 485 Internship in Business Administration Reporting	3
General Elective	5		
Professional Requirements	6		
<b>TOTAL CREDITS</b>	<b>17</b>	<b>TOTAL CREDITS</b>	<b>12</b>