

**Articulation Agreement between  
Roxbury Community College and New England College of Business and Finance**

**I. PURPOSE**

The purpose of this articulation agreement (the agreement) is to establish procedures and guidelines for students to transfer to a New England College of Business and Finance (NECB) Bachelors of Science in Business Administration degree program following completion of a certificate, diploma, or associate's degree program at Roxbury Community College. With respect to courses of study that lead to an associate's degree, both NECB and Roxbury Community College will facilitate the transfer of associate degree graduates to baccalaureate completion programs at NECB. This advanced start baccalaureate program (also known as a "2+2 option") is designed to maximize a student's transfer credit award and make the transition as smooth as possible.

**II. ELEMENTS OF THE AGREEMENT**

**A. Admission to New England College of Business and Finance**

1. Roxbury Community College students in good standing and eligible graduates will be reviewed as pre-qualified applicants for NECB degree programs. Applicants will be required to complete all NECB admissions requirements in force at the time of application. NECB admissions requirements are detailed in its most recent catalog.
2. To be eligible for application to an advanced start bachelor's program, a student must be an associate degree graduate or must submit a letter from Roxbury Community College indicating that the student is in good standing, the expected date of graduation, the associate's degree expected to be earned, and the program/major. Upon graduation, the student must submit proof of having been awarded an associate degree.
3. Upon acceptance and signing of the NECB enrollment agreement, transfer students will be subject to all NECB policies, codes of conduct, college procedures and requirements. These are described in the most recent NECB catalog.

**Credit Transferability**

**AS Associate Degree Graduates**

1. Students having completed an associate's degree program (AA or AS,) consisting of a minimum of 60 credits will be eligible for a block transfer of up to 64 credits (see Appendix A course requirements) and acceptance into New England College of Business "advanced start" baccalaureate option. Students must have earned the grade of "C" or better, of a particular course, to be eligible for transfer credit.
2. Students who are unable to fulfill NECB prerequisites at Roxbury Community College must complete them at NECB. Prerequisites are listed

in its current catalog and vary based on the bachelor's degree program and emphasis chosen.

3. Roxbury Community College students must fulfill NECB requirements, which entail completion of no less than 25-percent of their baccalaureate program requirements at NECB. Credit earned through any combination of Transfer Credit or Challenge Credit will not exceed 75 percent of total credits required for graduation with an NECB degree.

#### **Certificate or Diploma Students**

4. NECB will complete a course-by-course review of all transfer credits submitted on official transcripts from Roxbury Community College for students that have completed a certificate program. NECB reserves the right to make a final determination on all matters related to transferability and course equivalencies.
5. Roxbury Community College students must fulfill NECB requirements, which entail completion of no less than 25-percent of their baccalaureate program requirements at NECB. Credit earned through any combination of Transfer Credit or Challenge Credit will not exceed 75 percent of total credits required for graduation with an NECB degree.

#### **Coordination**

1. New England College of Business and Finance and Roxbury Community College agree to:
  - a. Coordinate their efforts to facilitate a collegial and mutually beneficial relationship;
  - b. Provide accurate and timely information about the relationship to prospective students, who are either current Roxbury Community College students, term graduates, or Roxbury Community College employees, and;
  - c. Designate academic alliance coordinators as primary contact persons for the respective institutions to facilitate coordination of this agreement and a smooth transfer for students and graduates.
  
2. New England College of Business and Finance agrees to:
  - a. Provide Roxbury Community College relevant transfer information and current NECB brochures and/or catalogs;
  - b. Provide all Roxbury Community College students; term graduates and employees a partner tuition discount - resulting in a per course tuition rate of just \$750. \*Tuition rate is subject to change each calendar-year
  - c. Communicate with Roxbury Community College students, term graduates and employees via e-mail, postal mail, telephone, and


other means to offer them the opportunity of enrolling in a bachelor's completion program at New England College of Business and Finance;

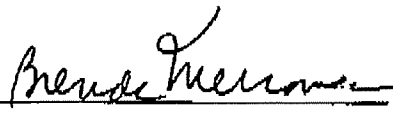
- d. Participate in Roxbury Community College education fairs when offered by College and if available;
- e. Encourage Roxbury Community College students who are attending classes at Roxbury Community College to enroll at NECB after completing their current program, and;
- f. Provide Roxbury Community College with a toll-free telephone number and a dedicated admission team to term graduates and employees to discuss their educational goals with a NECB advisor, and;

3. Roxbury Community College agrees to:

- a. Assist NECB by communicating the benefits of this relationship to Roxbury Community College students, term graduates, and employees;
- b. Routinely allow NECB representatives to conduct on-campus presentations, attend education fairs/events and disseminate information regarding NECB bachelor degree programs for Roxbury Community College students, term graduates, and employees;
- c. Waive transcript fees for official student transcripts sent to NECB subject to institutional policies and practices;
- d. Make a summary available to students, term graduates, staff, and faculty about the agreement to which New England College of Business and Finance and Roxbury Community College mutually agree, and;
- e. Cooperate with NECB to establish electronic data transfer of curriculum and of student records, when applicable, and with student permission in accordance with all applicable laws and regulations.

Both New England College of Business and Finance and Roxbury Community College agree to allow current students to concurrently take courses at both institutions, as well as have access to advising and other services at both institutions. However, federal regulations require that students receive financial aid from only a single college from which courses are taken in a given quarter or semester. Should a student attend both institutions in a single semester, financial aid may be granted from only one institution in compliance with federal law.

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NECB Representative

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Roxbury Community College

RCC AA in Business Administration	RCC credits	NECB Course	NECB Transfer Credits
English Composition I: ENG 101	3	English Composition 1: ENG101	3
English Composition II: ENG 102	3	English Composition 2: ENG201	3
Macroeconomics: SSI 222	3	Macroeconomics: ECO 201	3
Microeconomics: SSI 221	3	Microeconomics: ECO 202	3
Laboratory Science Elective: ENV 101	4	Environmental Science and Lab: SCI 101	4
Quantitative Reasoning, Statistics or Pre-calculus	3	Statistics: MAT 305	3
General Psychology	3	Intro to Psychology: PSY101	3
Humanities, Literature, or Language Elective	3	Intro to Sociology: SOC 101	3
Lab Science Elective:	4	Anatomy and Physiology: SCI 201	4
History: SSI Group III	3	U.S History Since 1900: HIS 201	3
Business Elective: BUS	3	Gen Ed/Business Elective--See attached	3
Business Law I: BUS 321	3	Business Law: MGM 255	3
Management I: BUS 131	3	Principles of Management: MGM 201	3
Intro to Marketing: BUS 441	3	Principles of Marketing: MKT 201	3
Principles of Accounting I: BUS 101	3	Accounting I: ACC 201	3
Introduction to Accounting II: BUS 102	3	Accounting II: ACC 202	3
Intermediate Accounting I: BUS 202	3	Intermediate Accounting: ACC 301	3
Introduction to Finance	3	Financial Literacy: FLS101	3
Humanities, Literature, or Language Elective	3	Political Science: POL 101	3
Literature Elective	3	English literature: ENG201	3
<b>Total Roxbury CC Credits</b>	<b>62</b>	<b>Total NECB Transfer Credits</b>	<b>62</b>