



**Transfer Articulation Agreement**  
**Between**  
**Mildred Elley**  
**Medical Assistant, A.O.S.**  
**And**  
**The College of Westchester**  
**Health Care Administration, B.B.A. or**  
**Health Administration, B.B.A. (Online)**

The purpose of this articulation agreement is to facilitate the transfer of students earning the Associate in Occupational Studies (A.O.S.) in Medical Assistant degree program from Mildred Elley to The College of Westchester's Bachelor of Business Administration (B.B.A.) in Health Care Administration or in Health Administration (online) completion degree programs.

Students will be granted a junior status with the acceptance of up to 60 degree credits (see attached course equivalencies summary) and the opportunity to pursue a B.B.A. degree in either Health Care Administration or Health Administration (online), with an additional 60 credits earned, depending on the courses previously taken at Mildred Elley, in order to meet the required 120 credits. The following conditions will apply:


1. Students who transfer to The College of Westchester are required to meet admissions requirements contained in The College of Westchester's catalog in effect at the time of student contacting the college with the intent to transfer. Formal application to The College of Westchester is required and contacting CW at least one full semester in advance of intended enrollment is recommended.
2. A minimum 2.5 cumulative grade point average on a 4.0 grading scale is earned and the student is making satisfactory academic progress in their final semester courses prior to transfer and has studied full-time at Mildred Elley.
3. The student will fulfill the following three BBA competencies within the first year of the BBA program at The College of Westchester (see attached competency chart):
  - ACC107 Financial Accounting I – test out or as a BBA open elective
  - BUS123 Human Resources Management – as a BBA open elective
  - OFT127 Spreadsheet Applications (Excel) – test out or as a BBA elective
4. If a student has previously earned a grade of D or lower in any of the BBA competencies at Mildred Elley, the student must complete the requisite competencies in the BBA program at The College of Westchester. These include:
  - English Composition I and II (or equivalent courses)
  - An introductory computer course
  - Oral Communications


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- Introduction to Business Ventures
  - Medical Terminology
  - Administrative Medical Practices
5. The College of Westchester reserves the right to add, discontinue or modify its programs and policies at any time.
  6. Both institutions agree to keep each other informed of program changes in a timely manner. In the event that either institution modifies or eliminates any of the courses or credits agreed to within this Agreement, The College of Westchester, in its sole discretion, may decline to accept credits for transfer with respect to those courses unless and until there is a mutually agreed upon amendment.
  7. If credits are awarded by the other institution as experiential credit and/or credit awarded by exam, such as College Level Examination Program (CLEP), International Baccalaureate (IB) Program, Advanced Placement (AP), or UExcel Examinations, The College of Westchester will accept these credits however the student must provide the organization's official transcripts for the credits awarded by exam or the portfolio for any experiential credit.
  8. Both institutions will use reasonable efforts to make appropriate personnel in their respective institutions aware of this Agreement and encourage them to support it.
  9. Each institution acknowledges that the other is the exclusive owner of certain trademarks, logos and service marks. Each institution agrees not to use the Marks of the other for any purpose without prior written consent. The institutions hereby grant each other permission to refer to the name of the other institution and this agreement in each institution's official Catalog and website.
  10. It is expressly understood that each institution is an independent school. 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.
  11. 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 institutions.

This agreement becomes effective December 1, 2014, and can be modified or discontinued by written mutual consent as deemed necessary by either institution.

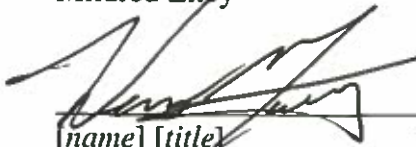
The undersigned attest that they are duly authorized to enter into this Agreement on behalf of their respective institution.

**AUTHORIZATIONS:**

  
Date 11.12.14  
Mary Beth Del Balzo, Sr Executive Vice President & Chief Operating Officer  
The College of Westchester

  
Date 11/12/14  
Dr. Warren Rosenberg, Provost & Vice President of Academic Affairs  
The College of Westchester

  
Date 10/28/14  
Chief Academic Officer  
[name] [title]  
Mildred Elley

  
Date 11/4/14  
Dean of Academics  
[name] [title]  
Mildred Elley

10/2014: mfb

**Institution: Mildred Elley – New York City**

**Program: A.O.S. – Medical Assistant**

<b>ME courses</b>	<b>CW BBA-HCA &amp; HA Competencies</b>	
ENG102 English Composition	GEN125 English Composition I	Satisfied by course equivalence
	GEN127 English Composition II	Satisfied by Writing Sample (Essay)
	ACC107 Financial Accounting I	Complete as BBA elective or Test Out
ENG103 Oral Communications	GEN129 Oral Communications	Satisfied by course equivalence or by Degree completion
	BUS103 Introduction to Business Ventures	Satisfied by Degree completion
	BUS123 Human Resources Management	Complete as BBA elective
MA114 Medical Insurance and MA118 Medical Office Management	MED208 Administrative Medical Practices	Satisfied by course equivalence
HEA112 Medical Terminology	MED103 Medical Terminology & Human Systems	Satisfied by course equivalence
DLP105 Document Processing	OFT115 Emerging info Technology	Satisfied by course equivalence or Test Out
	OFT127 Spreadsheet Applications Excel	Complete as BBA elective



