

**SAN JUAN COLLEGE
AND
NEW MEXICO HIGHLANDS UNIVERSITY**

Serving the Educational Needs of the
Four Corners New Mexico Community

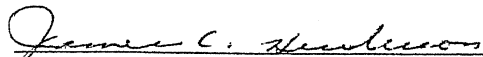
Memorandum of Understanding
for Articulation and Transfer Policies

The intent of the agreement between San Juan College (SJC) and New Mexico Highlands University (NMHU) is to establish an arrangement that will enable the institutions to continue to take advantage of their organizational structures in providing educational services to a greater number and more diverse set of students.

New Mexico Highlands University will accept the following:

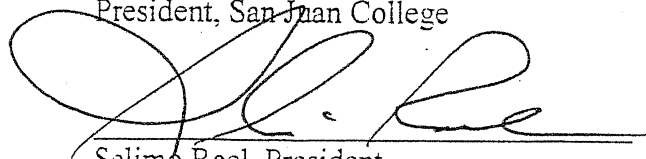
1. Completion of an Associate of Arts or Associate of Science Degree.
2. Business Administration, Associate of Arts Degree in its entirety and transfer courses designated in the New Mexico Business Articulation Matrix.
3. Human Services-Generalist Track, Associate of Applied Science Degree, which contains the state required thirty-five hours of common core, in its entirety and all courses that are designated in the program.
4. Early Childhood Education Associate of Arts Degree in its entirety and transfer courses designated in the Early Childhood Education program.

It is further agreed that the two institutions will endeavor to inform students of the opportunities to complete an Associate of Arts, Associate of Science or Applied Science degree that facilitates the continuation of academic work which leads to the completion of a Bachelor of Business Administration, Bachelor of Social Work, or Bachelor of Early Childhood Education degree. In addition, both institutions agree to review the articulation documentation and processes every two years.


James C. Henderson, Ph.D.
President, San Juan College

9-30-79

Date


Selimo Rael, President
New Mexico Highlands University

2-7-2000

Date

**San Juan College
and
New Mexico Highlands University**

**Articulation and Transfer Agreement
for Serving the Educational Needs of the
Four Corners New Mexico Community**

1.0 Purpose

The purpose of this articulation and transfer agreement between San Juan College and New Mexico Highlands University (NMHU) is to establish a unique educational partnership. It initiates the development of integrated, seamless curricula and system of student support services. The curricula will link the completion of an associate's degree from San Juan College to the completion of a bachelor's degree from NMHU. Secondly, it will enable the institutions to make more efficient use of their organizational structures in providing course offerings to a greater number of students. Thirdly, this agreement will establish a process by which individual instructional units at San Juan College and NMHU may integrate instructional matrices.

To facilitate the continuing development of this partnership each institution will designate a liaison official. Additionally, the institutions may develop other resources that enhance and facilitate articulation and transfer and likewise incorporate such enhancements into this agreement. Through their work, other programs and discussion topics may be added as needed.

2.0 The Dual-Degree Program Description

The Dual-Degree Program is integrated, seamless curricula and system of services leading to an associate's degree from San Juan College and a bachelor's degree from NMHU. Upon program admission, the student follows a defined program of study and receives support services and transfer advising to facilitate the timely completion of both the associate's and bachelor's degrees.

Students who are admitted to the Dual-Degree Program may be enrolled exclusively at one institution or concurrently at both during any specific semester. Courses identified in the program of study may be taken from either institution; the program curriculum defines course work that will articulate to either institution.

Program students are entitled to the same rights, privileges and responsibilities as other students. Students may participate in the Dual-Degree Program between San Juan College and NMHU through one of the following three options:

- The Transfer Degree Option is designed for students who have completed an associate's degree from San Juan College and wish to complete a bachelor's degree from NMHU in partnership with San Juan College;
- The Integrated Degree Option is for students who wish to pursue an associate's degree from San Juan College while simultaneously completing the requirements for a bachelor's degree from NMHU in partnership with San Juan College; or
- The Inverted Degree Option is for NMHU students pursuing NMHU degree requirements who also want to complete associate's degree requirements at San Juan College.

3.0 Curricula

The Dual-Degree Curricula specifies the requirements for completion of an associate's degree from San Juan College and a bachelor's degree from NMHU.

Specific discipline curricula will be developed jointly by the respective faculty at San Juan College and NMHU. The specific curricula will comply with institutional standards and be approved through established institutional processes. If additional approvals are required, the chief academic officers will pursue them prior to being adopted. Approved Dual-Degree curricula will be published in a program guide and will be provided to the student upon admission to the Dual-Degree Program.

The curricula developed will be time -and cost -efficient, and will provide students with the most direct path to both degrees. It will allow for ease of interaction between students and the institutions as well as between the two institutions. Published curricula requirements will be provided to the student upon admission to the Dual-Degree Program.

3.1 Lower-Division Component

The general education common core component required for all associate's and bachelor's degrees at San Juan College and NMHU is consistent with the CHE statewide 35-credit hour module. Students who complete the core will satisfy all general education common core requirements at both institutions. Any additional proficiency requirements will be specified in the institutions' graduation requirements.

The lower division component includes all general education common core requirements. It also includes all 100- and 200-level courses required in any specific curriculum plan. Course equivalents, if applicable, will be identified in the program guide.

3.2 Upper-Division Component

The upper-division component consists of all 300- and 400-level courses required in the degree plan. Course requirements in related areas and electives shall be included in the upper-division component. **A minimum of 40% or 51 credits of three and four hundred level courses are required.**

These are usually intended to satisfy accreditation requirements, to strengthen major field studies or to complete institutional degree requirements.

San Juan College 200-level courses determined to be equivalent to upper-division courses at NMHU will be designated in the program guide as equivalent to upper-division courses if taken at San Juan College.

3.3 Other Institutional Requirements and Limits

Credits transferred to NMHU may satisfy bachelor's degree requirements for major field studies, related field studies, general requirements or electives. Graduation residency requirements are specified in the Dual-Degree Program guides. There is no limit to the number of credits that may be earned at San Juan College within the Dual-Degree Program.

4.0 Articulation and Transfer Coordination

The Dual-Degree Program facilitates articulation and transfer by documenting curricular and procedural requirements. The program acknowledges that:

- the transfer and applicability of course credits toward graduation requirements is determined by the receiving institution;
- the transfer of general education course work is consistent with the requirements of state law (Chapter 224 of the Laws of New Mexico, 1995) and the Commission on Higher Education's common core requirements; and
- the approved program matrices, course equivalents and requisites will guide student and course transfer.

Each institution will identify an articulation and transfer coordinator to:

- coordinate all related activities within their respective institution so that consistent policies and procedures may be established and modified as necessary;
- establish a clearinghouse within each institution to receive and disseminate information on articulation and transfer policies, procedures and curricula to their counterparts, faculty and other institutional officials;
- expedite program course matrices among disciplines, leading to degrees;
- coordinate the development and maintenance of the articulation, transfer and curriculum guides for students and faculty;
- respond to inquiries related to program components;
- review, approve and process Dual-Degree Program admission applications;
- produce and deliver the student orientation sessions;
- coordinate the advising process, including assistance with student file maintenance and advising appointments;
- facilitate communications between students and advisers and among the academic advisers; and
- assist with the resolution of concerns specific to transfer of course work.

Annually, the San Juan College and NMHU Dual-Degree Program coordinators will review the articulation, transfer and curriculum guide (program guide) that describes degree program requirements. The guide will include the requisite curricula and any additional requirements of the specific Dual-Degree Program. The guide shall include, but not be limited to, the following areas:

- program admission requirements;
- major-subject area, specialized-degree and curricular requirements;
- the identification of course equivalents and requisites (matrices); and
- institutional, student and other support services available.

5.0 Dual-Degree Standards of Service

Institutional standards defining the relationship of a student with the institution, as published in the catalog, bulletin, schedule of classes and code of conduct, remain in effect and uncompromised by this agreement.

All standards for academic performance remain in effect. In the areas of articulation, transfer and curricula, the terms of this agreement shall take precedence.

The rights, privileges and responsibilities of students, as detailed by each institution, remain in effect.

5.1 Student Admission and Enrollment

Admission to the program requires the student to satisfy admission qualifications (i.e., grade point average) at both institutions. Some degree programs may have enrollment restrictions, physical requirements or additional eligibility criteria.

Once matriculated, the student shall be considered a program participant at both institutions. The San Juan College catalog and the NMHU catalog in effect at the time of applications to the program will be considered the "catalogs of record" governing the student's degree requirements.

Students may enroll in courses at either or both institutions during any semester. The combined registration, however, must not exceed 18 credit hours in any one semester, unless approved as a course overload by each institution's chief academic officer.

5.2 Orientation

A joint orientation program will be provided for students and will include:

- identification and assignment of academic advisers;
- a preliminary academic advising session;
- dissemination and review of the program guides;
- explanation and discussion of graduation requirements;
- review of appeal procedures for redress of grievances;
- information regarding tuition, fees, payment plans, financial aid opportunities and enrollment changes;
- identification of available student services, including contact person(s) and campus location; and
- opportunities for extracurricular activities.

5.3 Advisement

To provide for the academic advisement needs of Dual-Degree and transfer students. A meeting will be held between the two advisers for discussion and exchange of information about the student. A student file containing information concerning the student's progress will be kept by each adviser. At the end of each semester, the advisers will meet and share their respective files. San Juan College and NMHU will exchange academic progress reports annually on Dual-Degree and transfer students. The information will provide data to both institutions to enhance the advisement of students, the articulation of curricula and the transfer success rate. These reports shall conform to the Family Educational and Privacy Act of 1974.

While the students will benefit from the combined advising of both institutions, the adviser from the degree-granting institution shall be considered adviser-of-record and will facilitate registration document processing. Students participating in the Integrated Degree Option must obtain advising and endorsement from advisers at both institutions.

5.4 Financial Aid and Scholarship Programs

Students enrolled through the Dual-Degree Program may also apply for student financial aid. Eligibility for assistance is determined by the standard aid application process. Financial Aid applications will be processed by the degree-granting (home) institution. Students participating in the integrated Degree Option will declare the associate's degree as the primary program of study and process their aid application through San Juan College. Aid awards may be used to meet educational expenses at both institutions.

Students enrolled through the Dual-Degree Program may apply for institutional and state scholarships. Scholarship awards will be considered a form of financial aid and incorporated into the aid packaging policy of the relevant institution.

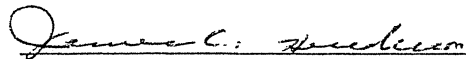
5.5 Tuition and Fees

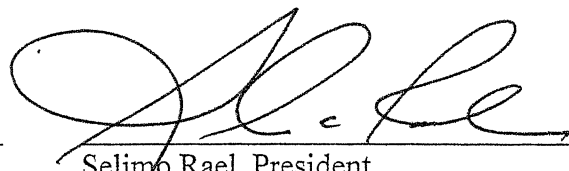
Tuition and fee charges will be assessed in accordance with published rates and procedures by each institution. The refund policy of each institution remains in effect. Arrangements for deferred payment or early registration pre-payments are determined by each institution.

6.0 Areas for Development

San Juan College and NMHU will continue to identify other resources and topics relevant to the improvement of this agreement. Areas for future collaboration are: student recruitment and enrollment management, facilities and long-range planning.

Agreed to on this 7 day of February 2000


James C. Henderson, Ed.D., President
San Juan College


Selimo Rael, President
New Mexico Highlands University

San Juan College And New Mexico Highlands University

Business Administration-Management Articulation Program Summary

This form shall accompany the memo of understanding and articulation agreement between the institutions.

It is agreed that students will fulfill the thirty-five hour state required general education common core. In addition, the following courses shall be taken from San Juan College to complete an Associate of Arts degree in concert with the agreement between San Juan College and New Mexico Highlands University.

Business Administration Courses to be completed at San Juan College: (33 hours)

COURSE NUMBER	TITLE	Credits
ACCT 201	Fundamentals of Accounting I	4
ACCT 202	Fundamentals of Accounting II	4
ACCT 251	Financial Management	3
BADM 230	Business Law	3
BADM 233	Principles of Management	3
BADM 242	Principles of Marketing	3
COSC 111,115 or 125	Computer course	3
ECON 251	Macroeconomics	3
ECON 252	Microeconomics	3
MATH 251	Statistics	4

Students shall complete the following courses from New Mexico Highlands University in order to fulfill all requirements for the Bachelor of Arts degree in Business Administration.

Required Management Courses: (27 hours)

COURSE NUMBER	TITLE	Credits
ECON 408	Intermediate Microeconomics	3
MGMT 321	Business Ethics	3
MGMT 325	Oper. Research/Scientific Mgmt.	3
MGMT 366	Intro. To Global Business Environ.	3
MGMT 372	Management Communications	3
MGMT 386	Human Resource Management	3
MGMT 403	Strategic Management (Sr. Status)	3
MGMT 464	Organizational Behavior	3
MGMT 487	Advanced Oper. & Scientific Mgmt	3

Management Electives: (18 hours)

COURSE NUMBER	TITLE	Credits
MIS 370	Information Analysis	3
MIS 423	Microcomputer Appl. in Business	3
MIS 425	Info. Systems Mgmt Issues	3
MGMT 330	Small Business Management	3
MGMT 452	Technological Entrepreneur	3
MKTG 411	Marketing Research	3
MKTG 474	International Marketing	3
MKTG 484	Marketing Management	3
FIN 340	Personal Finance	3
FIN 409	Investments	3
ACCT 401	Budgeting	3

Upper Division Electives: (6 hours)

COURSE NUMBER	TITLE	Credits
300-400	Business, Social Work, CJ or Education	3
300-400	Business, Social Work, CJ or Education	3

San Juan College And New Mexico Highlands University

Social Work Articulation Program Summary

This form shall accompany the memo of understanding and articulation agreement between the institutions.

It is agreed that students will fulfill the thirty-five hour state required general education common core. Students also have the option of completing the necessary course work for an Associate of Liberal Arts degree. In addition, the following courses may be taken from San Juan College to complete an Associate of Applied Science Human Services degree in concert with the agreement between San Juan College and New Mexico Highlands University.

Human Services Courses to be completed at San Juan College: (36 hours)

*- indicates courses that must be taken by all students

COURSE NUMBER	TITLE	Credits
*HMSV 111	Introduction to Human Services	3
*ANTH 210	Intro to Cultural Anthropology	3
*PSYC 120	General Psychology	3
*SOCI 110	Introduction to Sociology	3
PSYC 230	Human Growth & Development	3
SOCI 215	Sociology of Marriage and Family	3
HMSV 112	Principles of Interviewing	3
HMSV 115	Group Dynamics	3
HMSV 220	Introduction to Substance Abuse	3
HMSV 250	Practicum in Human Services I	6
Elective Course	General Elective Hours	3

Additional Social Work Requirement: (3 hours)

COURSE NUMBER	TITLE	Credits
COSC 111,115,125	Computer Course	3

Students shall complete the following courses from New Mexico Highlands University in order to fulfill all requirements for the Bachelor of Arts degree in Social Work.

Required Social Work Courses: (52 hours)

COURSE NUMBER	TITLE	Credits
SW 300	Children and Family Services	3
SW 301	Interviewing and Assessment	3
SW 333	Aspects of Aging	3
SW 433	Law & Ethics in Social Work	3
SW 330	Research Methods I	3
SW 430	Research Methods II	3
SW 341	Social Policy and Services I	3
SW 342	Social Policy and Services II	3
SW 385	Individual/Family Theory	3
SW 386	Group/Org./Community Theory	3
SW 485	Hum. Diversity/Multi. Cult. Theory	3
SW 365	Generalist Practice I	3
SW 465	Generalist Practice II	3
SW 466	Generalist Practice III	3
SW 451	Field Seminar I	1
SW 452	Field Seminar II	1
SW 432	Field Practicum I	4
SW 434	Field Practicum II	4

San Juan College And New Mexico Highlands University

Business Administration-Accounting Articulation Program Summary

This form shall accompany the memo of understanding and articulation agreement between the institutions.

It is agreed that students will fulfill the thirty-five hour state required general education common core. In addition, the following courses shall be taken from San Juan College to complete an Associate of Arts degree in concert with the agreement between San Juan College and New Mexico Highlands University.

Business Administration Courses to be completed at San Juan College: (33 hours)

COURSE NUMBER	TITLE	Credits
ACCT 201	Fundamentals of Accounting I	4
ACCT 202	Fundamentals of Accounting II	4
ACCT 251	Financial Management	3
BADM 230	Business Law	3
BADM 233	Principles of Management	3
BADM 242	Principles of Marketing	3
COSC 111,115 or 125	Computer course	3
ECON 251	Macroeconomics	3
ECON 252	Microeconomics	3
MATH 251	Statistics	4

Additional Business Requirement to be taken at San Juan College: (3 hours)

COURSE NUMBER	TITLE	Credits
ACCT 221	Intermediate Accounting I	3

Students shall complete the following courses from New Mexico Highlands University in order to fulfill all requirements for the Bachelor of Arts degree in Accounting.

Required Management Courses: (18 hours)

COURSE NUMBER	TITLE	Credits
MGMT 321	Business Ethics	3
MGMT 366	Intro. To Global Business Environ.	3
MGMT 372	Management Communications	3
MGMT 386	Human Resource Management	3
MGMT 403	Strategic Management (Sr. Status)	3
MGMT 325	Oper. Research & Scientific Mgmt	3

Required Accounting Courses: (18 hours)

COURSE NUMBER	TITLE	Credits
ACCT 388	Intermediate Accounting II	3
ACCT 392	Intermediate Accounting III	3
ACCT 301	Cost Accounting	3
ACCT 321	Individual Taxation	3
ACCT 481	Accounting Systems	3
ACCT 492	Auditing	3

Accounting Electives: (6 hours)

COURSE NUMBER	TITLE	Credits
ACCT 488	Current Topics in Accounting	3
ACCT 401	Budgeting	3
ACCT 489	Government Accounting	3

Business Electives: (9 hours)

COURSE NUMBER	TITLE	Credits
Course in MGMT, ECON, FIN, MIS or MKTG		3
Course in MGMT, ECON, FIN, MIS or MKTG		3
Course in MGMT, ECON, FIN, MIS or MKTG		3

San Juan College
AND
New Mexico Highlands University

Early Childhood Education
Articulation Program Summary

This form shall accompany the memo of understanding and articulation agreement between the institutions.

It is agreed that students will fulfill the thirty-five hour state required general education common core. In addition, the following courses shall be taken from San Juan College to complete an Associate of Arts degree in concert with the agreement between San Juan College and New Mexico Highlands University

Early Childhood Courses to be completed at San Juan College: (29 hours)

COURSE NUMBER	TITLE	Credits
ECED 110	Intro to Early Childhood Ed.	4
ECED 112	Learning Envir. for Young Children	4
ECED 116	Language & Cognitive Development	3
ECED 120	Self Concept & Social Development	3
ECED 220	Creative Arts for Young Children	3
ECED 225	Child Growth & Development(0-8yr)	3
ECED 235	Family Partnerships	3
ECED 245	Wellness for Young Children	3
ECED 270	Early Childhood Ed. Practicum	3

Early Childhood Education Licensure Courses: (13 hours)

Note: These courses are not required for the degree but are required for individuals who plan on teaching.

COURSE NUMBER	TITLE	Credits
HIST 121 or 122	Western Civilization	3
Choose one: 100-200	Lab Science	4
Choose one: 100-200	Math	3
HIST 100-200	History Elective	3

Students shall complete the following courses from New Mexico Highlands University in order to fulfill all requirements for a Bachelor of Arts degree and state licensure requirements.

Required Early Childhood Education Courses: (34 hours)

COURSE NUMBER	TITLE	Credits
ECED 420	Oral Language Development	3
ECED 424	Curriculum in Early Childhood Ed.	3
ECED 426	Math & Science in Early Childhood	3
ECED 428	Assesment & Eval. of Young Child.	3
ECED 482	Early Childhood Special Education	3
RDG 315	Reading and Childrens Literature	3
RDG 411	Teaching/Diagnosis of Reading	3
ECED 434	Theory and Practice in Sch. Settings	4
GEN ED 445	Knowledge of the Profession	3
GEN ED 452	Level III Field Base Teacher Prep	6

Early Childhood Education Licensure Courses: (9 hours)

COURSE NUMBER	TITLE	Credits
ENGL 300-400	Upper Division Literature I	3
ENGL 300-400	Upper Division Literature II	3
Fine Arts 300-400	Upper Division Fine Arts	3

Upper Division Electives: (9 hours)

Choose three related courses in business, social work, or education)

COURSE NUMBER	TITLE	Credits
300-400	Business, Social Work, CJ or Education	3
300-400	Business, Social Work, CJ or Education	3
300-400	Business, Social Work, CJ or Education	3

San Juan College And New Mexico Highlands University

Criminal Justice Studies Articulation Program Summary

This form shall accompany the memo of understanding and articulation agreement between the institutions.

It is agreed that students will fulfill the thirty-five hour state required general education common core. Students also have the option of completing the necessary course work for an Associate of Liberal Arts degree. In addition, the Human Services Generalist courses or the following Criminal Justice Studies courses may be taken from San Juan College to complete an Associate of Applied Science degree in concert with the agreement between San Juan College and New Mexico Highlands University.

Human Services Courses to be completed at San Juan College: (36 hours)

COURSE NUMBER	TITLE	Credits
HMSV 111	Introduction to Human Services	3
HMSV 112	Principles of Interviewing	3
SOCI 213	Introduction Criminal Justice Systems	3
SOCI 211	Deviant Behavior	3
HMSV 115	Group Dynamics	3
PSYC 265	Abnormal Behavior	3
SOCI 212	Juvenile Delinquency	3
SOCI 225	Race and Ethnic Relations	3
HMSV 250	Practicum in Human Services I	6
HMSV 220	Introduction to Substance Abuse	3
Elective Course	Humanities Elective Hours	3

Additional CJ Requirement: (3 hours)

COURSE NUMBER	TITLE	Credits
COSC 111,115,125	Computer Course	3

Students shall complete the following courses from New Mexico Highlands University in order to fulfill all requirements for the Bachelor of Arts degree in Criminal Justice

Required Criminal Justice Courses: (53 hours)

COURSE NUMBER	TITLE	Credits
ANTH 424	Social Cultural Dynamics in the SW	3
HIST 453	History of the Southwest	3
CJS 353	Literature of LE/Corrections/Courts	3
CJS 430	Drug Trafficking, Intelligence & LE	3
CJS 440	Issues in LE/Corrections/Courts	3
CJS 445	Prin. of Law Enforcement Mngt.	3
CJS 410	POP/ Comm. Policing/ Compstat	3
MNGT 325	Oper. Research & Scientific Mngt.	3
PSYC 408	Drugs and Behavior	3
SOC 327	Juvenile Delinquency & Justice	3
SOC 427	Criminology	3
SOC 493	Race and Ethnic Relations	3
POLS 314	Intro to the Law	3
POLS 410	The American Constitution	3
POLS 419	Public Administration	3
POLS 451	Seminar: N.M. Gov./Politics	3
SW 341	Social Policy and Services	3
SW 429	Family Violence	2

Criminal Justice Elective Major Courses

(Note: Students may use any course below for any major course above.)

COURSE NUMBER	TITLE	Credits
CJS 300	Terrorism	3
CJS 419	Organized Crime	3
CJS 452	Principles of Corrections Mngt.	3