

**Santa Fe Community College
and
New Mexico Highlands University
Articulation and Transfer Agreement**

1.0 Purpose

The purpose of this articulation and transfer agreement between Santa Fe Community 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 Santa Fe Community 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 Santa Fe Community College and NMHU may integrate instructional materials.

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 Santa Fe Community College and a bachelor's degree from NMHU. Upon program admission, the student follows a defined program of study and receives support service 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 Santa Fe Community College and NMHU through one of the following three options:

- The Transfer Degree Option is designated for students who have completed an associate's degree from Santa Fe Community College and wish to complete a bachelor's degree from NMHU in partnership with Santa Fe Community College;
- The Integrated Degree Option is for students who wish to pursue an associate's degree from Santa Fe Community College while simultaneously completing the requirements for a bachelor's degree from NMHU in partnership with Santa Fe Community College; or

- The Inverted Degree Option is for NMHU students pursuing NMHU degree requirements who also want to complete associate's degree requirements at Santa Fe Community College.

3.0 Curricula

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

Specific discipline curricula will be developed jointly by the respective faculty at Santa Fe Community 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.

3.1 Lower-Division Component

The general education common core component required for all associate's and bachelor's degrees at Santa Fe Community 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 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.

Santa Fe Community College 200- level courses determined to be equivalent to upper-division course at NMHU will be designated in the program guide as equivalent to upper-division course if taken at Santa Fe Community College.

3.3 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 Department of Higher Education's common core requirements.

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 materials 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;
- produce and deliver the student orientation session;
- coordinate the advising process, including assistance with student file maintenance and advising appointments;
- facilitate communications between students and advisers and among the academic advisers.

Annually, the Santa Fe Community College and NMHU 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; and
- institutional, student and other support services available.

4.0 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.

4.1 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.

Computer Science Program

New Mexico Highlands University, through the College of Arts and Sciences, offers a program in Computer Science with three concentrations. The following is a sample program requirement checklist. For specific program requirements, please contact the Department of Computer Science at (505) 454-3295

*Core Courses taken at SFCC	
Communications	9
__ Eng 111 Composition & Rhetoric (3)	
__ Eng 112 Composition & Literature (3) or	
__ Eng 216 Technical Writing (3)	
__ Spch 111 Public Speaking (3) or	
__ Spch 220 Interpersonal Comm (3) or	
__ Spch 225 Small Group Comm (3)	
Mathematics	3
__ Math 121 College Algebra (3)	
Laboratory Science	8
__ Biology 121L, 122L, 112L, 113L, or 115L (4)	
__ Chemistry 111L, 121L or 122L (4)	
__ Physics 111L, 121L, 122L, 161L, or 162L (4)	
__ Geology 111L, 112L or 115L (4)	
__ Astronomy 111L or 112L (4)	
Social and Behavioral Sciences	6-9
__ Econ 200 or 201 Principles of Macro/Micro (3)	
__ Psy 111 Psychology 1 (3)	
__ Soc 111 Intro to Sociology (3)	
__ Soc 225 Marriage/Family and Intimate Relations (3)	
__ Poli Sci 200 Amer Govt & Politics (3)	
__ Anth 111 Origins & Antiquity (3)	
__ Anth 112 Nature of Culture (3)	
__ Anth 113 World of Archeology (3)	
Humanities and Fine Arts	6-9
__ Hist 111 Western Civ 1 (3)	
__ Hist 112 Western Civ 2 (3)	
__ Hist 161 US History to 1877 (3)	
__ Hist 162 US History from 1877 (3)	
__ Phil 111 Intro to Philosophy (3)	
__ Phil 155 Intro to Logic (3)	
__ Phil 222 Ethical Theory (3)	
Fine Arts	6-9
__ Art 201 Art History 1 (3)	
__ Art 202 Art History 2 (3)	
__ Art 204 Modern Art (3)	
__ Dram 111 Intro to Theatre (3)	
__ Mus 115 Music Theory 1 (3)	
__ Mus 116 Music Theory 2 (2)	
__ Mus 140 Music Appreciation (3)	
__ Any 100-200 Literature Course (3)	
Proficiency and Extended Core Requirements	
(The following courses are required or completion of associate degree.)	
__ Language (two semesters on any language other than English) (8)	
__ Literature (3)	
__ CIS 100 or 127 (3)	
__ Two PE activity courses (2)	

***English 111, math 121, and major courses must be completed with a grade of "C" or better.**

The Computer Science program at New Mexico Highlands offers three concentrations. First, one can study the theory and practice of the discipline in a curriculum based on national guidelines but with a practical flavor. Second, if one is more interested in business, there is a curriculum that aims to give the student a strong background in practical computing along with training in business management. Finally, for those students who already have a specific area of interest, there is an individualized concentration. The department is always developing new possibilities for students. Past students have focused on such areas as network security, multimedia, and artificial intelligence. As the discipline is changing we are opening up new possibilities including high performance computing, computer modeling, and intelligent systems.

The following courses can be taken at SFCC and will meet the requirements of all three concentrations.

- __ CISC 111 Introduction to Computer Science (3)
- __ CISC 111L Introduction to Computer Science Lab (1)
- __ CISC 125L Introduction to Programming (4)
- __ CISC 215L Intermediate Programming (3)
- __ CISC 227L UNIX Fundamentals (3)
- __ Eng 216 Technical Writing (3)

Total CS Core taken at SFCC: 17

CISC 111 and CS111L are equivalent to NMHU CS 144
CISC 125 and 125L are equivalent to NMHU CS 145
CISC 215 and 225L are equivalent to NMHU CS 245
CISC 227 is equivalent to NMHU CS 327
CISC 216 is equivalent to NMHU ENG 367

All students majoring Computer Science at NMHU are required to take the following courses:

- __ CS 144 Intro to Computer Science (CISC 111)
- __ CS 145 Intro to Object-Oriented Prog (CISC 125)
- __ CS 245 Advanced Computer Prog (CISC 215)
- __ CS 350 Programming Seminar I (3)
- __ ENG 367 Technical Writing (CISC 216)
- __ CS 431 Database Management (3)
- __ CS 451 Software Engineering (3)
- __ CS 481 Senior Project Design(1)
- __ CS 482 Senior Project Implementation (3)

Core Total: 25

Hardware Software Concentration

An additional 48 units
 Total Units: 73

Information Systems Concentration

An additional 35 units
 Total Units: 60

Individualized Concentration

An additional 42 units
 Total Units: 67

Refer to the catalog for more details

To: New Mexico Public Education Department, License Division

From: Dr. Steve Martinez, New Mexico Highlands University, Santa Fe Center Director

Date: 24 August, 2008

Re: TESOL Articulation

Attention: PED, NM Licensure Division

New Mexico Highlands University and Santa Fe Community College are pleased to announce a new articulation agreement between the NMHU, School of Education and the SFCC, Teacher Education Program. Beginning this summer 2008 NMHU and SFCC will articulate twelve hours from the NMHU TESOL License Program into the recently developed SFCC TESOL Endorsement Program. This articulation will allow SFCC, TESOL Endorsement Program students the opportunity to complete nine hours toward a NMHU, MA Degree in Curriculum and Instruction, TESOL Emphasis. NMHU and SFCC continue to provide affordable educational opportunities in the capitol city.

NMHU program of study hours

General Education 320: Language Acquisition & Linguistics for Teachers (3 credit hours)

General Education 412/512: Theories and Principles of Bilingual Education (3 credit hours)

General Education 420/520: Sheltered English for Content Area Instruction (3 credit hours)

Reading Education 427/527: Reading in the Content Area (3 credit hours)

Stephen C. Martinez, Ph.D.

Director, NMHU Santa Fe Center

428-1263 scmartinez@nmhu.edu

Memorandum of Understanding

(NMHU School of Education and Santa Fe Community College Teacher Education Center)

New Mexico Highlands University and Santa Fe Community College are pleased to announce a new MOU between the NMHU, School of Education and the SFCC, Teacher Education Center. Beginning this summer 2008 NMHU will articulate twelve hours from the NMHU TESOL License Program into the recently developed SFCC TESOL Endorsement Program. This articulation will allow SFCC, TESOL Endorsement Program students the opportunity to complete nine hours toward a NMHU, MA Degree in Curriculum and Instruction, with a TESOL Emphasis.

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General Education 320: Language Acquisition & Linguistics for Teachers (3 credit hours)

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New Mexico Highlands University

Dr. Kathy Jenkins, Dean SOE

NMHU

SFCC

Memorandum of Understanding

NMHU School of Business and Santa Fe Community College Business and Applied Technologies

New Mexico Highlands University and Santa Fe Community College articulate their Business classes in numerous areas. Below are the current areas of articulation. Note that all of the 100 and 200 level classes are to be taken at SFCC.

NEW MEXICO HIGHLANDS UNIVERSITY SCHOOL OF BUSINESS

BACHELORS IN BUSINESS ADMINISTRATION-MANAGEMENT REQUIREMENTS in partnership with SFCC-2007-2009 Requirements

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AA or AS (including the common core) completed: Year _____ Campus: Santa Fe Center

If the student has no AA or AS (including the common core), then the student must meet NMHU's Proficiency, General Education Common Core, and other University requirements, in addition to the following program requirements

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NMHU BUSINESS MANAGEMENT PROGRAM PREREQUISITES : (can be completed at SFCC)

DEPT.	C.NO.	TITLE	SEM. HRS.	GRADE	WHERE TAKEN
BSA	260L	Business Statistics Analysis	4	_____	_____
MATH	121	College Algebra	4	_____	_____
OFTC	111L	Business Software Essentials	4	_____	_____
ECON	200	Princ of Economics - Macro	3	_____	_____
ECON	201	Princ of Economics - Micro	3	_____	_____
ACCT	121	Principles of Acct I	3	_____	_____
ACCT	122	Principles of Acct II	3	_____	_____
BSA	211	Principles of Managing	3	_____	_____

BSA	245	Principles of Finance	3	_____	_____
BSA	232	Business Law I	3	_____	_____
BSA	240	Principles of Marketing	3	_____	_____
ENG	216	Technical Writing	<u>3</u>	_____	_____
Total			39		

NMHU BUSINESS MANAGEMENT REQUIREMENTS:

DEPT.	C. NO.	TITLE	SEM. HRS.	GRADE	WHERE TAKEN
Mgmt	325	Oper Research /Sci Mgmt	3	_____	_____
Mgmt	364	Organizational Behavior	3	_____	_____
Mgmt	386	Human Resource Mgmt	3	_____	_____
Mgmt	489	Strategic Management	3	_____	_____
Mgmt	440	Internl Human Resources	3	_____	_____
Mgmt	453	Organizational Leadership	3	_____	_____
Mgmt	465	EEO & Personnel Law	3	_____	_____
Econ	408	Interm Microeconomics	3	_____	_____
Fin	340*	Personal Finance	3	_____	_____
Mktg	411	Marketing Research	3	_____	_____
MIS	480	Project Management	<u>3</u>	_____	_____
Total			33		

***Fin 342 Financial Management II may be substituted.**

NMHU ELECTIVE COURSES: Choose 3 courses (9 hours) from the following list, plus 3 upper division courses (9 hours) from any discipline.

Mgmt	321	Business Ethics	3	_____	_____
Mgmt	330	Small Business Mgmt	3	_____	_____
Mgmt	452	Technological Entrepreneurship	3	_____	_____
Mgmt	455	Mgmt History	3	_____	_____

Mgmt	460	Mgmt Training & Development	3		
Bus	434	Business Practicum	3		
			3		
			3		
			3		
Total Electives			<u>18</u>		
TOTAL HOURS			90		

REMINDER: 128 HOURS ARE NEEDED FOR GRADUATION, INCLUDING AT LEAST 51 HOURS OF UPPER DIVISION (300- OR 400-) LEVEL COURSES.

In addition to the existing articulation NMHU and SFCC Business programs propose to establish an expanded articulation titled, "SFCC and NMHU Entrepreneurial Institute." The proposed SFCC and NMHU EI will include the following courses:

Santa Fe Community College

BSAD 119 Planning the Entrepreneurial Venture – Introduction	3 credit hours
BSAD 215 Entrepreneurial E-Commerce	3 credit hours
BSAD 221 Entrepreneurial Business Model – Franchising	3 credit hours
BSAD 222 Entrepreneurial in a Global Setting	3 credit hours

New Mexico Highlands University

MNGT 425/535 Entrepreneurial Forum	3 credit hours
MNGT 435/535 Operational Review	3 credit hours
MNGT 435/535 Benchmarking Strategies	3 credit hours
MNGT 435/535 Managing Cash Flow	3 credit hours
Analyzing Your Business	3 credit hours

ARTICULATION AND TRANSFER AGREEMENT
NEW MEXICO HIGHLANDS UNIVERSITY and NORTHERN NEW
MEXICO COMMUNITY COLLEGE 1999 - 2000

DRAFT #1

Introduction

Purpose: The purpose of this articulation and transfer agreement is to establish an education partnership. The partnership recognizes the need to continually develop, assess, and modifying instruction and services to assure an integrated, seamless program of instruction and system of student support services. The overall purpose of the partnership is to provide a link for students from the completion of an associate's degree from Northern New Mexico Community College (NNMCC) to the completion of a bachelor's degree from New Mexico Highlands University (NMHU). The following document defines the terms and conditions of the NMHU - NNMCC Articulation and Transfer Agreement for the period July 1, 1999 through June 30, 2000. The Agreement can be modified at any time with 30 day written notice by either party.

Rationale: In keeping with the missions of NMHU and NNMCC, the rationale for the Agreement between NMHU and NNMCC is the mutual recognition of the two institutions of higher education that many rural and small town residents would benefit from access to advanced degrees in proximity to their communities. The Agreement will provide NNMCC students and graduates, as well as residents of the area served by NNMCC, with upper division and graduate courses leading to baccalaureate and master level degrees from NMHU.

Premise: This Agreement is based on the premise that lower division courses (100 and 200 level) will be provided by NNMCC; upper division courses (300 and 400 level) and graduate courses (500 and 600 level) will be provided by NMHU.

Administrative Responsibility: Each institution has primary responsibility for fulfilling its respective mission, and through the partnership will provide the appropriate support for this Agreement. To facilitate the continuing development of this partnership, each institution will designate a liaison official. Although the employees of each institution have primary responsibility to their respective employers, they agree to work cooperatively to establish and operate programs that will serve the best interests of students seeking higher education. In keeping with the intended collaborative spirit of this Agreement, representatives of NMHU and NNMCC will meet at least annually to review the terms and conditions of the Agreement, as well as periodically as needs for clarification arise. Clarifications to the Agreement shall be made in writing as Memoranda of Understanding to assure modifications are clearly understood and accepted by both parties.

Fiscal Responsibility: NMHU will pay for the direct costs of providing upper division and graduate courses: instructors, administrative staff, telephone charges, photocopy/printing charges, postage charges, signage, office furnishings and supplies, classroom supplies, classroom space, and office space for NMHU staff. NNMCC will provide access to appropriate classroom and office space, facility utilities, security, and access to students, faculty and staff. Space and appropriate related items subject to lease agreements will be described in a separate document attached as an addendum to this agreement.

Curriculum and Instruction

1. The transfer and applicability of course credits toward graduation requirements is determined by the receiving institution. NMHU accreditation and the standards of major fields of study require that students complete a minimum of 51 credit hours in upper division courses; a minimum of 32 of those upper division courses must be completed at NMHU to meet degree requirements. A minimum of 128 total credit hours are required for completion of an NMHU bachelor's degree
2. 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. Consistent with the CHE statewide 35-credit hour module, NNMCC will provide lower division general education core curriculum courses leading to an Associate Degree. Under no circumstances will NMHU offer any lower division general education course, and NMHU will encourage all students to complete the general education core offered by NNMCC. NMHU and NNMCC agree that all NNMCC courses approved through statewide articulation/transfer agreements shall be accepted toward an NMHU baccalaureate degree and may be applied for major field studies, related field studies, general requirements or electives.
3. Admission to the articulated program requires the student to satisfy admission qualifications at both institutions. NMHU will accept any student who is in good standing at NNMCC and has successfully completed 16 or more credits with at least a "C" average, provided all prerequisites have been met. Some degree programs may have enrollment restrictions, physical requirements or additional eligibility criteria. Once matriculated at both institutions, the student shall be considered a program participant at both institutions. The NNMCC catalog and the NMHU catalog in effect at the time of application 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.
4. A joint orientation program will be provided for students who are enrolled simultaneously in both institutions or are transferring from one institution to the other. The orientation will include:

identification and assignment of academic advisors;
a preliminary academic advising session;
dissemination and review of program guides;
explanation and discussion of graduation requirements;
review of appeal procedures for redress of grievances;
information regarding tuition, fees, deferred 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. NNMCC will provide all lower division courses required in any specific degree plan developed under this agreement. To assure that lower division courses provide the prerequisite instruction for a smooth transition to upper division courses, NMHU and NNMCC faculty will be encouraged to participate in curricula review to ensure student success in subsequent upper division courses.
6. The advisory committee of representatives from NMHU and NNMCC will meet annually to recommend additional programs of study, degree options, and courses to be accepted by NMHU in partial fulfillment of the requirements for a baccalaureate degree from NMHU. The final decision of courses to be accepted for transfer is the responsibility of NMHU academic deans.
 - a. Needs Assessment: NMHU courses will be offered to meet identified student and community needs determined by an annual needs assessment. NNMCC will distribute the survey instrument to NNMCC students during the first month of class at the start of the Fall and Spring semesters to identify student interest in NMHU courses to be offered during the next semester. NMHU will conduct an annual community needs assessment annually during the spring semester for the next academic year. The results of the student and community needs assessment surveys will be presented to the advisory committee. Final decision of NMHU courses to be offered will be made by NMHU administration.
 - b. Program Review and Assessment: The advisory committee will review the courses offered through this Agreement and student outcomes, and make recommendations to NMHU and NNMCC regarding any necessary modifications in curriculum or services to assure student success.
7. Institutional standards defining the relationship of a student with the institution, as published in the NMHU and/or NNMCC catalog, bulleting, schedule of classes and code of conduct, remain in effect and uncompromised by this agreement. All standards of 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.

Addendum A

MEMORANDUM OF UNDERSTANDING Between
Northern New Mexico College (NNMC) And
New Mexico Highlands University (NMHU)

This Memorandum of Understanding (MOU) to provide student support services for (NMHU) School of Social Work Students and to provide a long distance fax code for the JCC office at (NNMC).

Whereas, New Mexico Highlands University (NMHU) has a need for providing student support services for Social Work students at (NNMC) which include computer usage and library services.

Whereas, NMHU has a need for a long distance fax code from NNMC,

It is therefore agreed that NMHU will pay \$30.00 per student for student service fees for Social Work students at an estimated annual 36 students for a total of \$2160.00.

It is therefore agreed that NMHU will pay \$25.00 per month for a long distance fax code provided by NMNC for a total annual cost of \$300.00.

It is therefore agreed that the adjusted lease agreement between NNMC and NMHU will total \$2460.00

Northern New Mexico College

Authorized Signature

New Mexico Highlands University

Authorized Signature