

**Articulation Agreement
Between
National Technical Institute for the Deaf
Administrative Support Technology AAS Degree Program
And
School of Individualized Study**

I. Purpose

The intention of this articulation agreement is to set forth the principles of mutual understanding that are necessary to form, maintain, and communicate transfer articulation information between two programs at Rochester Institute of Technology; the Administrative Support Technology (AST) AAS degree program housed at the National Technical Institute for the Deaf (NTID) and School of Individualized Study Applied Arts and Science (AA&S) BS degree program. Because of the natural connection between the AST program and many aspects of computer graphics, technical communications, and interdisciplinary studies, the agreement would allow students to pursue a multidisciplinary baccalaureate degree that will supplement the applied components of the AST curriculum with more advanced theory and practice.

II. Objectives

The objectives of this agreement are:

- To allow qualified AST students to transfer into an AA&S program.
- To enable the transferability of maximum credit for work completed in the AST program.
- To facilitate marketing the aspect of an "AST plus BS" program in a manner that will be advantageous to both NTID and School of Individualized Study.
- To propose a highly structured, standardized program mask for AST students entering the AA&S program that will reflect strategically selected content and a level of rigor that will appeal to prospective employers.
- To maintain the inherent advantages presented when students successfully complete an AST co-op experience and a career-focused degree before formally and earnestly beginning work toward a baccalaureate degree.
- To encourage academic coordination and administrative interactions, including curricular and administrative collaboration.
- To provide a mechanism for the exchange of information on successes of this transfer program and those areas that need improvement in this agreement.

III. Terms of the Agreement

1. *Admissions:* Students are expected to maintain a 2.5 Grade Point Average (GPA) while matriculated in the AST AAS program. Because the AST course mask is highly structured and sequential, the final semester of the AST program (excluding summer) is fall semester of the third year. During the last semester of study, qualified students from the AST program will be encouraged to take a combination of courses designed to satisfy

- graduation requirements of both the AST and AA&S degrees (see attached documents). During that last semester students will meet with an advisor from School of Individualized Study and agree on a statement of educational and career goals, a resume, and an RIT Change of Program form that will become effective at the beginning of spring semester.
2. *Transfer Credit:* The amount of transfer credit granted to each AST student will be standardized according to the attached School of Individualized Study "BS in Applied Arts and Science" Program template.
 3. *Year Level:* Students transferring from AST into the School of Individualized Study AA&S program will do so at the junior level. The attached AA&S program template will permit students to earn a baccalaureate degree in an additional four semesters (excluding summer) beyond completion of the AST program, although it is possible that some students may require more time.
 4. *Program and Course Changes:* Both NTID and School of Individualized Study shall communicate to each other any changes affecting this agreement and mutually manage any resultant changes in articulation documents to facilitate its continuation.
 5. *Time Limits:* This agreement will be formally reviewed every five years from the date of signing.
 6. *Additional Options:* If work toward providing students with additional options for professional concentrations has not taken place before hand, each time this agreement is subject to formal review an attempt will be made to see if options for alternative upper-level concentrations should be considered for the AA&S baccalaureate degree.
 7. *Publication, Marketing and Communication:* When specifically referring to this agreement and/or the corresponding academic area by name in publications, or in electronic or print advertising, the initiating academic area will secure in advance the written approval of the other.
 8. *Policy:* Should the precepts of this agreement come in conflict with established policy of either NTID or School of Individualized Study, the established policy will take precedent and the agreement will be reviewed for possible modification as appropriate and mutually agreeable.
 9. *Termination:* This agreement may be terminated by either NTID or School of Individualized Study with six months prior written notice, or sooner by mutual consent. Students enrolled in School of Individualized Study under the terms of this agreement at its point of termination would be permitted to continue under the terms set forth herein.

IV: Autonomy of SCHOOL OF INDIVIDUALIZED STUDY and the Applied Arts and Science Degree

SCHOOL OF INDIVIDUALIZED STUDY will be free to continue to accept any NTID supported students deemed appropriate for study in their program. For that reason, NTID AST students with Grade Point Averages below 2.5 will be considered for transfer into the AA&S baccalaureate degree program on an individual case-by-case basis. Likewise their proposed course templates may be individually configured in a manner that differs from the proposed standardized course of study, which is attached. However, the spirit of this agreement is intended to provide a mechanism for personnel from NTID and School of Individualized Study to communicate regarding both the likelihood of student success at the baccalaureate level and the potential employability of our graduates. For that reason, individuals from NITD and School

of Individualized Study will consult regarding the transfer of any AST students and the courses those students select to fulfill their professional concentration through School of Individualized Study.

V. Approval


This agreement is executed by the authorized representatives of the School of Individualized Study and the National Technical Institute for the Deaf.



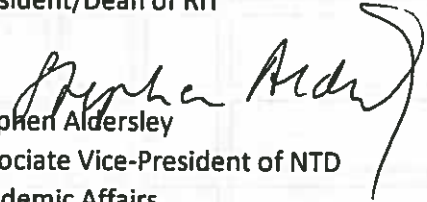
James C. Hall
Executive Director
School of Individualized Study



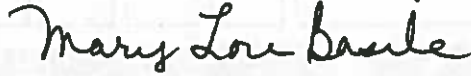
Michelle Firnstein
Senior Academic Advisor



Gerald Buckley
President of NTID &
President/Dean of RIT



Stephen Aldersley
Associate Vice-President of NTD
Academic Affairs



Mary Lou Basile
Chairperson
Business Studies Department



BS Applied Arts and Science - Semester

Student ID: Administrative Support
 Last Name: Technology
 First Name: Semester Plan MI:
 Address:
 CSZ:
 Phone: (H) (W)
 Email:

PERSPECTIVES (24 SH)

Course #, Course Title	Term	Grade	SH	QH
Ethics: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Artistic: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Global: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Social: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Scientific: NSCI	<input type="text"/>	<input type="text"/>	3	<input type="text"/>

BS Only

Natural Sci: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Math 1: NMTH	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Math 2: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>

FIRST YEAR (6 SH)

FY Writing: UWRT 150 First Year Writing	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
Gen Ed: <input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>

ELECTIVES (3 SH)

General Education Elective (3 SH)

<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
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PROFESSIONAL CORE 60 SH

Course #, Course Title	Term	Grade	SH	QH
Administrative Support Technology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NBUS 200 Orientation to Business	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NBUS 213 Applied Ethics	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NBUS 217 Fund of Management	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NBUS 223 Fund of Mktng	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NBUS 221 Essentials of HR Mgmt	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NACC 130 Personal Finance	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NACC 201 Accounting 1	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NAST 160 Fund of Spdsheet Apps	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NAST 210 Essentials Bus Comm	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NAST 215 Integrated Doc Product	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NAST 220 Fund of Database Apps	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NAST 225 Fund of Graphic Apps	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
NAST 230 Fund of Desktop Publishing	<input type="text"/>	<input type="text"/>	3	<input type="text"/>

Wellness

Wellness: <input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>
Wellness: <input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>

Last Name: Technology

First Name: Semester Plan

ELECTIVES (27 SH)

Course #, Course Title Term Grade SH QH

General Education Electives (18 SH)

	x	x		
	x	x		
			3	
			3	
			3	
			3	
CMDS 441 Creative Critical Thinking			3	
TCOM 325 Business Communication			3	

Immersion (9 SH)

			3	
			3	
			3	

WRITING REQUIREMENTS

FY Writing:	Met: <input type="checkbox"/>
Term:	
Prof. Core:	Met: <input type="checkbox"/>
Term:	
Pers. Writing:	Met: <input type="checkbox"/>
Term:	

Notes (Theme title, Optional co-op)

PROFESSIONAL CORE (cont...)

Course #, Course Title Term Grade SH QH

2. Organizational				
CMDS 205 Practicing and Assessing			3	
CMDS 233 Teams and Team Dvp			3	
CMDS 333 Wicked Problems			3	
CMDS 442 Learning Organization			3	
CMDS 461 Leading in a Global Env			3	
CMDS 335 Global Forces and Trends			3	

Free Electives

Professional Core Writing Requirement

TCOM 325 Business Communication	Gen Ed			
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Multidisciplinary Life

CMDS-510 Multidisciplinary Life			3	
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Gen. Ed SH & Converted Total: 60.00

Professional Core SH & Converted Total: 60.00

Student ID: Administrative Support