

**ST. JOHN'S UNIVERSITY, NEW YORK, AND
LAGUARDIA COMMUNITY COLLEGE, CITY UNIVERSITY OF NEW YORK**

ARTICULATION AGREEMENT

THIS AGREEMENT is between St. John's University, New York, a New York institution of higher education located at 8000 Utopia Parkway, Queens, New York 11439 ("St. John's"), and LaGuardia Community College of the City University of New York, a New York institution of higher education located at 31-10 Thomson Avenue, Long Island City, New York 11101 ("LaGuardia Community College"), and is dated this 22nd day of March, 2019.

WHEREAS, LaGuardia Community College desires to facilitate the transfer of well-qualified LaGuardia Community College students to St. John's; and

WHEREAS, in support of its academic mission, St. John's desires to accept as transfer students such well-qualified LaGuardia Community College transferees; and

WHEREAS, the intent of this Agreement is to facilitate the smooth transfer and transition of LaGuardia Community College students to the University.

NOW, THEREFORE, LaGuardia Community College and St. John's agree as follows:

ARTICLE 1
SCOPE OF ACTIVITIES

(1) ST. JOHN'S WILL:

- Evaluate all applications from LaGuardia Community College students and assess their admissibility. LaGuardia Community College students must satisfy all of the admission requirements of St. John's. LaGuardia Community College students who are unable to satisfy an admission requirement may be considered by the University on a case-by-case basis.
- Designate an academic advisor from the office of Transfer Student Services for LaGuardia Community College students transferring to St. John's.
- Conduct an orientation and registration program specific to LaGuardia Community College students transferring to St. John's.
- Provide regular, on-site advising sessions on the LaGuardia Community College campus for students interested in transferring to St. John's.
- Have faculty continue to work with LaGuardia Community College's chair or designee in reviewing additional courses for transferability.

- Provide eligible students transferring to St. John's with academic scholarships upon their acceptance at St. John's. Transfer scholarship eligibility requirements can be found at: <https://www.stjohns.edu/admission/scholarships/transfer-scholarships>

(2) LAGUARDIA COMMUNITY COLLEGE WILL:

- Publicize this Agreement to students, faculty and professional staff in campus publications.
- Have advisors inform interested students of this opportunity.
- Obtain consent from its students in order to provide a list of graduates upon request.
- Provide a list of majors upon request.
- Organize a "St. John's Day" for students to meet with advisors on the LaGuardia Community College campus.
- Assure that brochures and other printed materials are distributed to its transfer office, advisement center and academic departments.
- Advertise special programs or events St. John's is offering on the LaGuardia Community College campus.

(3) TRANSFER GUIDELINES:

Attached as Exhibit A are the guidelines governing the transfer of credits from LaGuardia Community College to St. John's (the "Transfer Guidelines"). St. John's and LaGuardia Community College also will meet from time-to-time to identify any difficulties in the program, evaluate course sequence and content to facilitate transfers with minimal academic disruptions, and update the Transfer Guidelines, with particular attention to course equivalencies (i.e. LaGuardia Community College classes for which students will receive St. John's credits). St. John's reserves the right in its academic discretion to modify or amend programs, as it would with its four-year students, whenever it deems appropriate.

ARTICLE 2
TERMS, LEGAL, REGULATORY AND POLICY REQUIREMENTS

(1) THE PARTIES ACKNOWLEDGE AND AGREE:

- a) They will make joint efforts to publicize the program internally and externally. Each institution must preapprove in writing any information or statements about the program, whether published only in one institution's materials (including admissions information, student bulletins, course guides, etc.) or otherwise.

- b) They are subject to and will comply the Family Educational Rights and Privacy Act and the Higher Education Opportunity Act, as amended, and the regulations promulgated thereunder.
- c) Their respective systems of compliance and compensation of their respective employees or other persons who will perform any student recruitment or admission activities under this Agreement will be in compliance with Section 487(a)(20) of the Higher Education Act of 1965, as amended (20 U.S.C. § 1094(a)(20)), and the regulations promulgated thereunder by the U.S. Department of Education at 34 C.F.R. § 668.14(b)(22).
- d) They will store and process Data in accordance with industry best practices and applicable law. This includes appropriate administrative, physical, and technical safeguards to secure Data from unauthorized access, disclosure, and use. Each institution will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner, have a written incident response plan, to include prompt notification to the other institution in the event of a security or privacy incident, as well as best practices for responding to a breach of PII. Each institution shall immediately notify the other of any breach of PII (as hereinafter defined) that affects the other institution's students (both enrolled and prospective). For purposes of this provision, "Data" shall mean all information, including without limitation all personally identifiable information ("PII") and other non-public information.
- e) No person shall on the grounds of race, religion, color, national or ethnic origin, age, gender, gender identity, gender expression, sex (including sexual harassment), sexual orientation, marital status, citizenship status, disability, genetic predisposition or carrier status, or status in the uniformed services the United States (including veteran status), or any other category protected by applicable law, be excluded from participation under the term of this Agreement.
- f) No person with entity or substantial control over their respective institutions have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily withdrew from participation in any U.S. or New York State governmental assistance program.
- g) They will comply with the European Union's General Data Protection Regulation ("GDPR"), to the extent applicable.

ARTICLE 3
AMENDMENTS, EFFECTIVE DATE, AND TERMINATION

- (1) This Agreement shall renew automatically annually. This Agreement may be terminated on six months' prior written notice; however, students currently enrolled in the program at LaGuardia Community College will be permitted to complete their degree and transfer to St. John's before the final phase out of this Agreement.

(2) This Agreement shall be effective on the date set forth above.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

**ST. JOHN'S UNIVERSITY,
NEW YORK**



Simon Geir Møller, Ph.D.
Interim Provost
Vice President for Academic Affairs

LAGUARDIA COMMUNITY COLLEGE



Dr. Paul Arcario
Provost
Sr. Vice President for Academic Affairs

LaGuardia Community College - Paralegal Studies (A.A.S.)
St. John's University- Legal Studies (B.S.)

LaGuardia Community College	Cr.	St. John's University Equivalent	Cr.
First Semester			
BTF 101 First Year Seminar for Business	2	No Equivalent Course**	0
ENG 101 English Composition	3	FYW 1000C First Year Writing	3
MAT 115 College Algebra and Trigonometry or other Mathematics Required Core	3	MTH 1003 College Algebra or Math Elective	3
BTP 101 Introduction to Paralegal Studies	3	LES 1100 Intro to Legal Studies	3
HUC 106 Public Speaking or other Creative Expression Course Option	3	HUC 106 recommended for SPE 1000C Public Speaking for the College Student	3
BTP 203 Family Law	3	LES 1007 Family Law	3
Total Semester Credits	17		15
Second Semester			
ENG 102 English Composition II	3	ENG 1100C Literature in a Global Context	3
BTP 205 Civil Litigation	3	LES 1004 Litigation Practice (Civil)	3
BTP 201 Administrative Law or other Paralegal Studies Course Option	3	LES ELECTIVE	3
HUP 102 Critical Thinking or other Individual & Society Course Option	3	HUP 101 Intro to Philosophy Recommended for PHI 1000C or Free Elective credit will be awarded	3
BTP 212 Immigration Law	3	LES 1018 Immigration Law	3
Total Semester Credits	15		15
Third Semester			
SCB 101 Topics in Biological Sciences or other Life & Physical Sciences Option	3	SCI 1000C Scientific Inquiry	3
BTP 211 Computer Applications for Paralegals	3	CUS 1107 Computer Applications in a Law Office	3
BTM 110 Business Law	3	BLW 1001 Business Law	3
Paralegal Studies Course Option	3	LES ELECTIVE	3
BTP 207 Real Estate Law or other Paralegal Studies Course Option	3	LES 1011 Real Estate Law I or LES ELECTIVE	3
Total Semester Credits	15		15
Fourth Semester			
BTP 204 Legal Research and Writing	3	LES 1101 Legal and Writing Research I	3
BTP 209 Criminal Law and Procedure	3	CRJ 3114 Criminal Procedure Law	3
BTP 206 Paralegal Internship	3	No Credit Awarded	0
SSN 187 Urban Sociology or other U.S. Experience Course Option SOC	3	SOC Elective	3
Unrestricted Elective	1	Free Elective + BTF101 Credit**	3
Total Semester Credits	13		12
Total Credits	60		*57
BTP101 -> BTP203, BTP204, BTP205, BTP209, BTP211, BTP212 and Paralegal Option courses BTP205; BTP211 -> BTP206 (Corequisite: BTP204)			

*Where St. John's recommendations are followed and the Associate degree is earned, students may be eligible for up to 57 credits in transfer.