

# **TWO PLUS TWO BACHELOR OF SOCIAL WORK DEGREE PROGRAM AGREEMENT**

**BETWEEN**

**RAMAPO COLLEGE OF NEW JERSEY**

**AND**

**PASSAIC COUNTY COMMUNITY COLLEGE**

Ramapo College of New Jersey (hereinafter referred to as "Ramapo") and Passaic County Community College (hereinafter referred to as "PCCC") hereby agree to further their academic collaboration to enable graduates of any of the Passaic AS in Human Services programs to complete the Bachelor's degree requirements for the Ramapo Bachelor of Social Work ("BSW") undergraduate degree program (hereafter defined as the "Program") on the PCCC campus. This Agreement will cover a three-year initial term and will be reviewed by both parties on an annual basis.

PCCC and Ramapo further agree to provide the necessary support and administrative services required to deliver the program on the campus of PCCC.

## **1. Academic and Administrative Components**

To be eligible to participate in this Agreement, students must at minimum graduate from PCCC with an Associate's degree in Human Services and a minimum cumulative GPA of at least 2.75. Students completing all requirements of the Ramapo Program will be awarded an undergraduate degree (BSW) from Ramapo.

- a) All students enrolled in the Program will be subject to all policies and procedures as stated in Ramapo's College Catalog and Student Handbook. Ramapo reserves the right in its sole discretion to change its policies and procedures as conditions warrant.
- b) Ramapo shall have authority over matters pertaining to admission to the Program, course waivers, or substitutions and all other related Program administration.
- c) Ramapo will have authority over curriculum requirements including, but not limited to, course offerings, course and graduation requirements, grading, and faculty selected to teach any and all BSW courses.
- d) All academic records including grades, registration, course withdrawals, etc. are maintained in the Ramapo student information system.
- e) Ramapo will establish the tuition and fees for courses taught on the PCCC campus by Ramapo faculty for the Program.
- f) Ramapo retains the right to set minimum and maximum enrollments in courses offered at PCCC as part of the Program.
- g) Ramapo shall have the right to discontinue the Program if program enrollment falls below certain levels. If this occurs, students may be required to take one or more courses at Ramapo's main campus to complete the BSW degree requirements.
- h) Ramapo will host a special orientation session(s) for all students enrolled in the Program.
- i) PCCC and Ramapo will exchange data and documents that will contribute to the maintenance and improvement of this Agreement, enhance the transfer process, and promote effective cooperation between the institutions. These exchanges will consist of data about individual students, including admissions information and grades. The institutions will exchange data only after obtaining

appropriate permission from the students. All such exchanges shall be subject to the requirements of the Family Educational Rights and Privacy Act ("FERPA").

## 2. Admissions

- a) Admissions standards for students entering into the Program will be consistent with Ramapo's policies.
- b) All matriculated students at PCCC must successfully complete the AS in Human Services degree program prior to being accepted to and enrolling in the Program.
- c) All credits taken at PCCC up to a maximum of sixty (60) that are part of an AS in Human Services degree program will be transferred to Ramapo's for the Program as described in the articulation matrix included herein as Attachment A.
- d) Students not matriculated at PCCC and having fewer than sixty (60) credits will be required to complete the AS degree at PCCC prior to enrolling in the Program.
- e) PCCC will include on its application for students the option to apply simultaneously to the Program, which will guarantee students who apply to PCCC directly the same opportunity afforded to those who apply directly to Ramapo. PCCC will collect those names and share that information with Ramapo after PCCC's census date.
- f) Prior to completing the Associate's degree at PCCC, students who will be participating in the Program will indicate their intention to transfer to the Ramapo College Enrollment and Recruitment Specialist/PCCC Coordinator ("PCCC Coordinator") employee. After that occurs, Ramapo and PCCC will work collaboratively to automate the transfer process for the student. Accordingly:
  - i. The PCCC Coordinator working with the Program will ensure an application is created for the student.
  - ii. PCCC will provide the Ramapo Office of Admissions with transcripts upon request for each student transferring as part of the Program.
  - iii. Ramapo will waive the application and enrollment fee for students transferring as part of the Program.

## 3. Faculty Appointments

Faculty teaching courses for the Program at PCCC will do so in accordance with the standards of Ramapo.

- a) Ramapo will consider hiring as adjunct faculty qualified PCCC faculty to teach BSW course sections provided that they meet the established requirements to teach set by Ramapo and the Council on Social Work Education ("CSWE"). PCCC must approve the hire of their faculty by Ramapo as adjuncts.
- b) All faculty teaching in the Program, with the exception of Ramapo full-time faculty, will be considered adjunct faculty at Ramapo for payroll, personnel, and all other purposes unless other arrangements are made.
- c) All faculty teaching in this Program will have access to all resources, materials and other support provided to Ramapo adjunct faculty as well as direct connection to the Ramapo Social Work program through the Ramapo Convener of Social Work.

## 4. Facilities

PCCC agrees to provide classroom space and other facilities/services necessary for the effective functioning of the Program offered on the PCCC campus.

- a) Students will have access to the PCCC services typically provided to PCCC students - i.e. library, student ID, parking, etc.
- b) Students will have access to all Ramapo campus services, including but not limited to: parking, student ID, library, and network access.
- c) Students must comply with all policies, procedures, rules and regulations regarding conduct on campus as established by PCCC.

- d) The PCCC bookstore will order and sell books for courses offered through Ramapo and faculty will comply with book order deadlines as established by Ramapo.

5. Administrative staffing for the Program:

- a) Ramapo agrees to appoint an administrative member, the PCCC Coordinator, to manage the day-to-day operations of this program. The person will be hired, report to and be evaluated by Ramapo with input from PCCC.
- b) Ramapo's Division of Enrollment Management and Student Affairs will assign an administrator to be the main contact as the administrative liaison for the Program.
- c) PCCC agrees to provide general staff support for such responsibilities as answering the telephone, setting appointments and other clerical support as appropriate and necessary for the Program.
- d) PCCC agrees to provide appropriate office space, furniture, network and telephone access for this administrative position.

6. Financial

Financial matters of the Program shall be administered under the following guidelines and assumptions:

- a) The Program shall be administered in accordance with the established fiscal, personnel systems and policies of Ramapo. Ramapo will be responsible for all student billing, payroll, budget and other fiscal and academic records for students.
- b) The following expenses shall be considered direct costs of the Program:
  - i. Ramapo will pay all faculty salaries and costs of instruction.
  - ii. All related facilities costs will be assumed by PCCC.
  - iii. Ramapo and PCCC will share equally the cost of the PCCC Coordinator.

7. Facilities Use and Liability

- a) Ramapo agrees to adhere to all policies and procedures regarding facilities use at PCCC. It is understood that faculty and employees, while performing services as part of this Program at PCCC, remain employees of Ramapo. Accordingly, Ramapo shall maintain the Worker's Compensation Insurance on said employees in the event of an injury to such employees while on the PCCC campus.
- b) Each party agrees to be responsible for its own actions and those of its officers, employees and agents. Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or legal nature incurred by the other party to this Agreement.

8. Assignment of Space

- a) PCCC shall retain the right to assign classroom or other instructional space for use of Ramapo's personnel under this Agreement. As digital technology is an important part of Ramapo's teaching/learning process, assignment of classroom space will take into consideration and give high priority to the availability of such equipment.
- b) Two weeks prior to the start of a semester, a review of enrollment will be conducted. Rooms assigned to courses for this Program mutually agreed to be under-enrolled will be released to PCCC to be reassigned.
- c) Ramapo and PCCC will coordinate academic and student calendars on a yearly basis.

9. Termination for Cause

This Agreement may be terminated as follows:

- a) Ramapo may terminate this Agreement if PCCC breaches any material, term or provision of this Agreement which breach is not cured within thirty (30) days after receipt of written notice from Ramapo (or, in the case of any breach which cannot reasonably be expected to be cured within thirty (30) days, if PCCC fails to commence such cure within thirty (30) days or fails to prosecute such cure to completion with due diligence within ninety (90) days); or

- b) PCCC may terminate this Agreement if Ramapo breaches any material, term, or provision of this Agreement which breach is not cured within thirty (30) days after receipt of written notice from PCCC (or, in the case of any breach which cannot reasonably be expected to be cured within thirty (30) days or fails to prosecute such cure to completion with due diligence within ninety (90) days).
- c) If this Agreement is terminated as described above, Ramapo shall take all reasonable steps to assure completion of any ongoing classes and shall not offer or begin any new classes.

10. General Provisions

- a) Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- b) This Agreement, including all attachments and exhibits, constitutes the entire agreement of the parties with respect to the subject of matter hereof. No modification hereof shall be binding upon any of the parties hereto unless made in writing and signed by the Parties.
- c) The parties are not, and shall not be, considered as partners or joint ventures. The execution of this Agreement does not, and shall not, constitute a principal/agent relationship between the parties hereto.
- d) Each party represents to the other that the person signing this Agreement has the full authority to do so.
- e) This Agreement shall be reviewed by both parties and approved on an annual basis.
- f) This Agreement does not create in any individual or entity the status of third-party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between Ramapo and PCCC and shall insure solely to the benefit of such parties.
- g) This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.

11. Notices

Whenever written notice is required or permitted to be given by one party to the other, it shall be deemed to be sufficiently given when deposited in the United States mail with the proper postage affixed by certified mail, return requested, as follows:

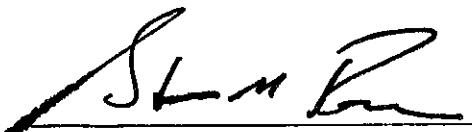
Ramapo College of New Jersey  
Office of the President  
505 Ramapo Valley Road  
Mahwah, NJ 07430

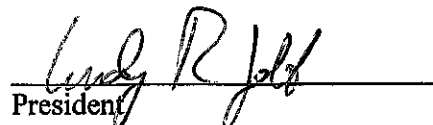
Passaic County Community College  
Office of the President  
1 College Blvd  
Paterson, NJ 07505

**IN WITNESS WHEREOF**, the duly authorized representatives of the parties have affixed their hands and seals to this Agreement.

Passaic County Community College

Ramapo College of New Jersey

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

8/7/22  
\_\_\_\_\_  
Date

3/8/22  
\_\_\_\_\_  
Date



### PCCC - RCNJ: Social Work Equivalents

PCCC Course	RCNJ Course Equivalent
HS 101: Intro to Human Services	SWRK 225: Introduction to Social Work
HS 203: Counseling Techniques	SWRK 299: Transfer Elective
HS 204: Group Dynamics	SWRK 299: Transfer Elective
HS 207: Human Services Program Field Exp. I	SWRK 299: Transfer Elective
HS 208: Human Services Program Field Exp. II	SWRK 299: Transfer Elective
HS 209: Drugs, Society, & Human Behavior	SWRK 251: Introduction to Substance Abuse
HS 210: Counseling/Treatment of Addictions	SWRK 299: Transfer Elective
PS 101: Introduction to Psychology	PSYC 101: Introduction to Psychology
SO 101: Introduction to Sociology	SOCI 101: Introduction to Sociology
SO 203: Sociology of Family	SOCI 232: Sociology of Family
SO 105: Social Problems	SOSC 110: Social Science Inquiry

## Attachment "A"

**A.S. Human Services - Pre-Social Work/Counseling: → B.S.W.**

First Year-PCCC					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
EN 101: Composition I	3		EN 102: Composition II	3	
CIS 101: Computer Concepts & Applications	3		BS 100: Human Biology	4	
HS 101: Intro to Human Services	3		HS 203: Counseling Techniques	3	
MA 103: Basic Statistics	3		HS 209: Drugs, Society, & Human Behavior	3	
PS 101: Introduction to Psychology	3		SO 101: Introduction to Sociology	3	
<b>Total:</b>	15		<b>Total:</b>	16	

Second Year-PCCC					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
HS 204: Group Dynamics	3		HS 208: Human Services Program Field Exp. II	4	
HS 207: Human Services Program Field Exp. I	4		HS 210: Counseling/Treatment of Addictions	3	
PH 106: Introduction to Ethics	3		PS 203: Abnormal Psychology	3	
PS 102: Human Growth & Development	3		SO 203: Sociology of Family	3	
SO 105: Social Problems	3				
<b>Total:</b>	16		<b>Total:</b>	13	

Third Year-RCNJ					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
SWRK 222: History & Philosophy of Social Welfare	4		SWRK 329: Social Work with Agencies & Communities	4	
SWRK 202: Political Economy of Social Welfare/ECON 102: Macroeconomics	4		SWRK 307: Social Work Research Methods	4	
SWRK 362: HBSE 1: Human Development	4		SWRK 362: HBSE 2: Life Cycle	4	
Elective	4		SOSC 235: History of Social Thought	4	
Career Pathways Module 1: SSHS 001 Career Assessment/Advisor Visit SSHS Advisor in Cahill Center (C209)	Grad Req.		Career Pathways Module 2: SSHS 002 Resume/Cover Letter/Personal Statement Visit SSHS Advisor in Cahill Center (C209)	Grad Req.	
<b>Total:</b>	16		<b>Total:</b>	16	

Fourth Year-RCNJ					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
SWRK 325: Theory & Practice I	8		SWRK 326: Theory & Practice II	8	
Social Work Elective*	4		SWRK 420: Contemporary Social Policy	4	
Elective	4		Elective	4	
Career Pathways Module 3: SSHS 003 Interview Practice/Internship Search Visit SSHS Advisor in Cahill Center (C209)	Grad Req.				
<b>Total:</b>	16		<b>Total:</b>	16	

\*Course can be chosen from an approved list

**This plan is based on the completion of an Associate of Arts or Associate of Science Degree at Passaic County Community College encompassing all recommended courses. This plan is subject to change.**

**\*\* This plan does not currently include the course equivalent for RCNJ's SWRK 222. Once a PCCC equivalent is created, this plan will reflect that update.\*\***