

TRANSFER ARTICULATION AGREEMENT

Between Sussex County Community College and Ramapo College of New Jersey

Associate of Arts (A.A.) in Liberal Arts-Elementary Secondary Option → Bachelor of Science (B.S.) in Elementary Education

Dated: January 23, 2026

1. Preamble

Ramapo College of New Jersey (hereinafter referred to as "Ramapo") and Sussex County Community College (hereinafter referred to as "SCCC") hereby agree to further their academic collaboration to enable graduates of the SCCC Associate of Arts (A.A.) in Liberal Arts program to complete the Bachelor's degree requirements for the Ramapo Bachelor of Science (B.S.) in Elementary Education undergraduate degree program on the SCCC campus. This Agreement establishes a seamless 2+2+1 transfer pathway to earn an A.A. in Liberal Arts at SCCC and then transfer into Ramapo's Teacher Education Program to complete a B.S. in Elementary Education with a recommended content area or endorsement. Students will also have the opportunity to earn a Master of Arts (M.A.) in Special Education from Ramapo.

This Agreement affirms the commitment of both institutions to provide students with a clear, efficient, and affordable routes to becoming certified teachers, while minimizing duplication of coursework and ensuring compliance with state certification requirements.

Ramapo and SCCC further agree to provide the necessary support and administrative services required to deliver the program on the campus of SCCC for the first and second years and the campus of Ramapo for the third and fourth years.

2. Program Overview

Students who complete the prescribed A.A. degree at SCCC, including all required general education and prerequisite courses, will be admitted as juniors into the Ramapo Teacher Education Program, contingent upon meeting all admissions requirements.

The program structure follows a 2+2+1 model:

- Years 1–2: A.A. in Liberal Arts at SCCC with Education prerequisites completed
- Years 3–4: B.S. in Elementary Education (and selected content area/endorsement) delivered on the SCCC campus by Ramapo faculty
- Year 5: Students who meet the eligibility requirements can apply for and if eligible, complete the M.A. in Special Education in one additional year on Ramapo's main campus or in a Hybrid model.

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3. Academic and Administrative Components

a) To be eligible to participate in this Agreement, students must, at a minimum, graduate from SCCC with an A.A. in Liberal Arts and a minimum cumulative GPA of at least 2.75. Students completing all requirements of the Ramapo program will be awarded an undergraduate degree (B.S. in Elementary Education) from Ramapo.

b) All students enrolled in the program will be subject to all policies and procedures as stated in Ramapo's Catalog and Student Handbook. Ramapo reserves the right in its sole discretion to change its policies and procedures as conditions warrant.

c) Ramapo shall have authority over matters pertaining to admission to the program, course waivers, or substitutions, and all other related program administration.

d) 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 B.S. in Elementary Education courses.

e) All academic records, including grades, registration, course withdrawals, etc., are maintained in the Ramapo student information system.

f) Ramapo will establish the tuition and fees for courses taught on the SCCC campus by Ramapo faculty for the program annually.

g) Program Enrollment Requirements

Ramapo retains the authority to establish and enforce minimum and maximum enrollment levels for courses offered at SCCC as part of this program. A minimum enrollment of **10** students is essential for the operation of these courses and for the initiation of a new cohort on the SCCC campus. Enrollment figures will be evaluated no later than **eight (8) weeks** prior to the beginning of the semester. If the minimum enrollment requirements are not satisfied by this deadline, Ramapo reserves the right to cancel or postpone the program/courses at SCCC. In such cases, students will be required to complete some or all coursework at Ramapo's main campus or defer their admission to complete the B.S. in Elementary Education degree requirements.

Ramapo retains the right to set minimum and maximum enrollments in courses offered at SCCC as part of the program.

h) Ramapo shall have the right to discontinue the program, or not offer a course, 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 B.S. in Elementary Education degree requirements.

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- i) Ramapo will host a special orientation session(s) for all students enrolled in the program.
- j) SCCC 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").
- k) SCCC will promote the program to eligible students through advising sessions, printed materials, and online resources. Ramapo will participate in transfer fairs, on-campus advising visits, and joint recruitment events to inform students about the pathway.

4. Admissions

- a) This program is a Fall admissions-only program. Students seeking admission into the Ramapo portion of the program (Years 3–4) must submit all application materials, including confirmation from SCCC that the student has graduated or will be graduating from SCC in May or August, but no later than July 1st for Fall admission. Students who do not meet this timeline may be deferred admission to the following Fall semester.
- b) Admissions standards for students entering the program will be consistent with Ramapo's policies. All matriculated students at SCCC must successfully complete the A.A. in Liberal Arts degree program prior to enrolling in the B.S in Elementary Education program. Final SCCC transcripts with degree conferral must be received by September 15. All credits taken at SCCC, up to a maximum of sixty (60), that are part of an A.A. in Liberal Arts - Elementary Secondary Education Option will be transferred to Ramapo for the program. Students not matriculated at SCCC and having fewer than sixty (60) credits will be required to complete the A.A. degree at SCCC prior to enrolling in the program.
- c) SCCC will include on its application for students the option to apply simultaneously to the program, which will guarantee students who apply to SCCC directly the same opportunity afforded to those who apply directly to Ramapo. SCCC will collect those names and share that information with Ramapo after SCCC's census date annually with the admissions team.
- d) Prior to completing the Associate's degree at SCCC, participating students will confirm their intention to transfer to Ramapo through the non-binding admission process established by Ramapo. Once this step is complete, Ramapo and SCCC will collaborate to streamline and automate the transfer process. Specifically:
 - All students will be required to fill out a Transfer application at apply.ramapo.edu.
 - Ramapo will waive the app fee and essay as a part of this agreement
 - A graduate application is required for the MASE +1 portion of the program; all students who select this pathway must meet graduate admissions criteria.

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- SCCC will provide students' transcripts to Ramapo's Office of Admissions upon request from Ramapo. *(will need to determine if SCCC requires student permission as well)*
- Students will be required to reply to their offer on their admissions portal to confirm their intent to enroll. From there, their deposit fee will be waived by the Office of Admissions.

5. Faculty Appointments

a) Faculty teaching courses for the program at SCCC will do so in accordance with the academic policies and standards of Ramapo.

b) Ramapo will consider hiring qualified SCCC faculty to teach in Ramapo course sections, provided they meet the established requirements set by Ramapo. SCCC must approve Ramapo's hiring of its faculty as staff.

c) All faculty teaching in the Program will be considered faculty at Ramapo for payroll, personnel, and all other purposes unless other arrangements are made.

d) All faculty teaching in the program will have access to all resources, materials, and other support provided to Ramapo faculty, as well as direct connection to the Ramapo Teacher Education program through the Assistant Dean of Teacher Education.

6. Facilities

a) SCCC agrees to provide classroom space and other facilities/services necessary for the effective functioning of the Program offered on the SCCC campus for \$2,500.00 per semester. SCCC will designate and maintain a dedicated flex space on its campus for use by the Ramapo Teacher Education team.

b) This space will be available for course instruction, faculty and staff meetings, academic advisement, professional development workshops, and program-related events and activities. SCCC will ensure that rooms are appropriately equipped for instruction and offer technical and facilities support as needed.

c) Students will have access to the SCCC services typically provided to SCCC students - i.e., library, student ID, parking, etc.

d) Students will have access to all applicable Ramapo campus services, including but not limited to: parking, student ID, library, and network access.

e) Students must comply with all policies, procedures, rules, and regulations regarding conduct on campus as established by SCCC.

f) The SCCC bookstore will order and sell books for courses offered through Ramapo, and faculty will comply with book order deadlines as established by Ramapo.

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7. Administrative staffing for the Program:

- a) Ramapo agrees to appoint an administrative representative, the SCCC Coordinator, to manage the day-to-day operations of the program. The person will be hired, report to, and be evaluated by Ramapo, with input from SCCC.
- b) SCCC 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.
- c) SCCC agrees to provide appropriate office space, furniture, network, and technical access for this administrative position.

8. Financial Matters

Financial matters of the program shall be administered under the following guidelines:

- a) The program shall be administered in accordance with the established fiscal, personnel systems, and policies of Ramapo. For students in the third and fourth years of the Program, Ramapo will be responsible for all student billing, payroll, budget, and other fiscal and academic records for students. Students shall be eligible for consideration for financial aid and scholarship opportunities on the same basis as all other undergraduate students enrolled at Ramapo. All tuition revenue generated by students in the third and fourth years of the program will be allocated directly to Ramapo.
- b) The following expenses shall be considered direct costs of the program:
 - i. Ramapo will pay all faculty salaries and costs of instruction for years 3 & 4.
 - ii. SCCC will assume all related facilities costs beyond the \$2,500.00 facilities use fee paid by Ramapo each semester.

9. Facilities Use and Liability

- a) Ramapo agrees to adhere to all policies and procedures regarding facilities use at SCCC. It is understood that faculty and employees, while performing services as part of the program at SCCC, remain employees of Ramapo.
- 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.

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10. Assignment of Space

- a) SCCC shall retain the right to assign its classroom or other instructional space for the use 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 the program that are mutually agreed to be under-enrolled will be released to SCCC to be reassigned to Ramapo's main campus.
- c) Ramapo and SCCC will coordinate academic and student calendars on a yearly basis.

11. Term and Termination

- a) This agreement's initial term is for three years and will be reviewed **annually** by both Ramapo College and Sussex County Community College (SCCC).
- b) This Agreement may be terminated for cause as follows:
 - i. Ramapo may terminate this Agreement if SCCC 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 SCCC fails to commence such cure within thirty (30) days or fails to complete such cure within ninety (90) days); or
 - ii. SCCC 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 SCCC (or, in the case of any breach which cannot reasonably be expected to be cured within thirty (30) days, if Ramapo fails to commence such cure within thirty (30) days or fails to complete such cure within ninety (90) days).
- c) This Agreement may be terminated by Ramapo for programmatic reasons as follows:
 - i. Ramapo reserves the right to discontinue the program or cancel a course if enrollment falls below a specified threshold. If such event occurs, students may be required to take one or more courses at Ramapo's main campus to complete their B.S. in Elementary Education degree requirements. Should this Agreement be terminated for cause, Ramapo will take reasonable steps to ensure that any ongoing classes are completed, but they will not offer or begin any new courses at SCCC.
 - ii. Following the completion of the required annual review, Ramapo reserves the right to terminate this Agreement for programmatic reasons, including, but not limited to, financial viability, institutional strategic priorities, or program effectiveness, without requiring a material breach by SCCC. To exercise this right, Ramapo must provide SCCC with a written Notice of Non-Renewal no later than ninety (60) days

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after the completion of the annual review.

A minimum of 10 students is necessary to operate courses and start a new cohort on the SCCC campus. Ramapo will evaluate enrollment figures no later than eight weeks prior to the start of the semester. If the minimum enrollment requirements are not met, Ramapo reserves the right to cancel or postpone the program or courses at SCCC. In such cases, students may be required to complete their coursework at Ramapo's main campus or defer their admission to finish their degree.

d) If this Agreement is terminated as described above, Ramapo shall take all reasonable steps to ensure completion of any ongoing courses and shall not offer or begin any new courses.

12. 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 appendices, attachments and exhibits, constitutes the entire agreement of the parties with respect to the subject matter hereof. No modification hereof shall be binding upon any of the parties hereto unless made in writing and signed by the parties.

c) In performing their obligations under this Agreement, the parties are independent contractors. 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 SCCC 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.

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13. 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

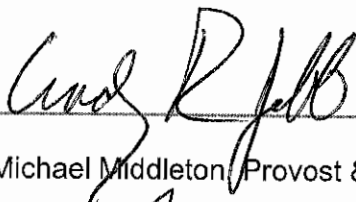
Sussex County Community College Office of the President 1 College Blvd. Newton, NJ 07860

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

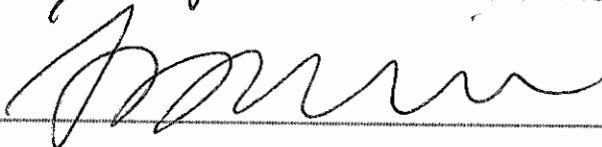
Signatures

Ramapo College of New Jersey

Dr. Cindy Jebb, President



Dr. Michael Middleton, Provost & Vice President for Teaching, Learning, and Growth

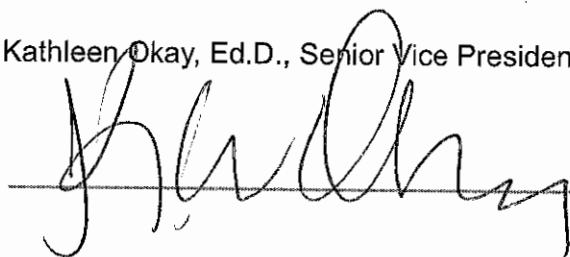


Sussex County Community College

Cory Homer, Ph.D., President



Kathleen Okay, Ed.D., Senior Vice President of Academic Affairs



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Appendix A – Recommended 2+2+1 Course Sequence

Years 1–2: Sussex County Community College – A.A. in Liberal Arts

Fall Year 1 (15 credits)

- COLL101 Foundations for Success 3
- ENGL101 English Composition 3
- MATH104 Contemporary Mathematics 3
- GSOC000 Social Science Gen Ed Requirement 3- **(PSYC 101)**
- GTEC000 Technology Gen Ed Requirement 3

Spring Year 1 (16 credits)

- ENGL102 English Composition II 3
- GHMN000 Humanities Gen Ed Requirement 3
- LSCI000 Science Gen Ed Requirement 4
- GSOC000 Social Science Gen Ed Requirement 3
- EDUC000 Program Requirement 3 - **(PSYC 280)**

Fall Year 2 (16 credits)

- ENGL201 Effective Speaking 3
- EDUC000 Program Requirement 3 - **(EDUC 202)**
- HIST001 History Gen Ed Requirement 3
- LSCI000 Science Gen Ed Requirement 4
- SOCA215 Perspectives on Race, Gender, Class and Culture 3

Spring Year 2 (13 credits)

- EDUC291 Portfolio Development in Education 1
- HIST001 History Gen Ed Requirement 3
- PHIL000 Philosophy Gen Ed Requirement 3
- GHMN000 Humanities Gen Ed Requirement 3
- EDUC286 Principles and Practices of Teaching as a Profession (SP) 3

Total: 60 credits → A.A. in Liberal Arts - Elementary Secondary Education Option awarded

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Years 3–4: Ramapo College – B.S. in Elementary Education (Held on SCCC campus)

Fall Year 3 (16 credits)

- EDUC 211: Student Literacy Corps – 4
- EDUC 222: Teaching: Principles & Practices – 4
- Diversity Across Literary Forms - 4
 - LITR 308
- Theories of Language & Pedagogy– 4
 - LITR 203

Winter: EDUC 241: Instructional Technology – 4 (4 credits)

Spring Year 3 (16 credits)

- MATH 210: Math for Elementary Educators – 4
- SCIN 215: Science for Elementary Educators – 4
- EDUC 346: Literacy Theory & Practice – 4 **or**
- EDUC 347: Early Childhood Literacy
- EDSP 610: Home, School & Community for Diverse Learners – 4 (4+1 MA Special Ed Program) **or**
- EDUC 360: Introduction to Special Education (Undergrad Program) &
- EDUC 301: Meeting the Needs of Learners - 2

Fall Year 4 (16 credits)

- EDUC 325: Clinical Practice 1– 4
- EDUC 370: Methods of Teaching Elementary Math – 4
- EDUC 375: Methods of Teaching Elementary Science – 4
- EDSP 615: Language, Literacy & Learning in a Diverse Setting – 4 **or**
- EDUC 365: Literacy Across the Elementary Curriculum

Spring Year 4 (16 credits)

- EDUC 425: Clinical Practice Capstone: Elementary – 12
- EDUC 620: Implementation of Professional Skills– 4 (Only Required for Master's program)

Total: 64 credits → B.S. Elementary Education awarded

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Year 5: Ramapo College – M.A. in Special Education (on Ramapo main campus or hybrid)

Sample Pathway: Master of Arts in Special Education 36 credits w/ 12 credits double counted from UG program)

Summer Semester (10 credits)

- EDSP 630: Interdisciplinary Studies in a Diverse Classroom - 4
- EDSP 635: Inclusion - 4
- EDSP 705: Thesis Seminar-2

Fall Semester (7 credits)

- EDSP 625: School-Based Assessment & Implementing Data-Driven 4
- EDSP 720: Capstone Research Project I 3

Spring Semester (7 credits)

- EDSP 640: Assistive Technology 4
- EDSP 725: Capstone Research Project II 3