



**Business Management – Associate of Applied Science  
Articulation Agreement Between  
City University of Seattle  
&  
Bellevue College**

This Articulation Agreement (the “Agreement”) is entered into by and between Bellevue College (hereafter referred to as “**BC**”) and City University of Seattle (hereafter referred to as “**CityU**”), each individually a “Party” and collectively the “Parties”. This Agreement shall have an effective date as of the last signature received.

The Parties wish to collaborate in order to facilitate the transfer and degree completion of students earning the Business Management – Associate of Applied Science (AAS) at **BC** to the Bachelor of Arts (BA) in Management at **CityU**. This Agreement will increase flexibility and educational opportunities for students, allow for the maximum transfer of credit between schools, and aid student transition between schools. The Parties enter into this Agreement in the spirit of cooperation and mutually recognize each other as quality, postsecondary institutions.

Graduates of two-year technical degree programs have limited options for the transfer of coursework to four-year university Bachelor of Arts Degree Programs. **CityU**’s Upside-Down Program is one of the few offered by a private, non-profit universities in Washington State.

This agreement is for students who have completed the Business Management – Associate of Applied Science (AAS) at **BC** and wish to complete their Bachelor of Arts in Management (BAM) degree from **CityU**. Students who qualify for Upside Down transfer take more focused coursework first by completing the accepted **BC** AAS degree and then will transfer to **CityU** to complete missing general education, 50 credits in BAM upper-division core, and 40 credits in BAM upper-division elective coursework at **CityU**.

If students choose to enroll in **BC**’s general distribution requirement courses in College Composition, Quantitative/Symbolic Reasoning, Humanities, Social Sciences, and/or Natural Sciences, beyond the Business Management AAS degree

plan, **CityU** will assess and allocate the courses accordingly. Students may also opt to take general distribution requirements at **BC** while co-enrolled at **CityU**.

City University of Seattle will provide a tuition discount to students who transfer under this articulation. Please see Appendix A. Tuition discounts are subject to annual review by the Board of Trustees. Amendments to Appendix A may be made between the organizations in writing at any time without the requirement for a new articulation agreement.

NOW, THEREFORE, the Parties agree as follows:

1. Transfer Credit. **CityU** recognizes the following **BC** courses as meeting the General Education Distribution Requirements and Lower Division Electives that are articulated to the Bachelor of Arts in Management.

#### GENERAL EDUCATION

##### COLLEGE COMPOSITION

ENGL& 101 English Composition I	5	ENG 101 English Composition I	5	College Composition I
ENGL 201 Research Paper*	5	ENG 102 English Composition II	5	College Composition II

##### QSR

\*Students must take MATH 107 or higher at CityU **or** transfer in the MATH 107 equivalent or higher from BC or another accredited / accepted institution evaluated upon entry to a CityU bachelor's degree program

##### HUMANITIES

PHIL 260 Business Ethics*	5	N/A	-	Humanities
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##### SOCIAL SCIENCES

BUS& 101 Introduction to Business	5	N/A	-	Social Science
ECON& 201 Microeconomics*	5	SSC 220 Principles of Microeconomics	5	Social Science
ECON& 202 Macroeconomics*	5	SSC 221 Principles of Macroeconomics	5	Social Science

##### NATURAL SCIENCES/MATH

\*Students may take NS distribution courses at either the upper or lower division level from Bellevue College, CityU, or another accredited / accepted institution evaluated upon entry to a CityU bachelor's degree program

##### LD ELECTIVES

MKTG 101 Introduction to Marketing	5	MK 205 Introduction to Marketing	5	LD Electives
ACCT& 201 Principles of Accounting I	5	AC 215 Fundamentals of Accounting	5	LD Electives
ACCT 101 Practical Accounting I	5	N/A	-	LD Electives

ACCT 102 Practical Accounting II	5	N/A	-	LD Electives
ACCT 234 Managerial Accounting	5	N/A	-	LD Electives
BATECH 109 Business Communication	5	N/A	-	LD Electives
BATECH 165 Business Spreadsheet Analysis & Design	5	N/A	-	LD Electives
BUS 120 Organizational Behavior	5	N/A	-	LD Electives
BUS 145 Business Mathematics	5	N/A	-	LD Electives
BUS 221 Human Resource Management	5	N/A	-	LD Electives
BUS 223 Applied Principles of Management	5	N/A	-	LD Electives
BUS 230 Project Management	5	N/A	-	LD Electives
BUS 241 Multicultural Business Consulting	5	N/A	-	LD Electives
BUS 250 Entrepreneurship	5	N/A	-	LD Electives
BUS& 201 Business Law	5	N/A	-	LD Electives
BUS 280 Advanced Studies in International Business	5	N/A	-	LD Electives
EXPRL 191 Academic Internship Experience	1-5	N/A	-	LD Electives
EXPRL 192 Academic Internship Experience	1-5	N/A	-	LD Electives
EXPRL 193 Academic Internship Experience	1-5	N/A	-	LD Electives
INTST 150 International Business	5	N/A	-	LD Electives
MKTG 102 Intro to Digital Marketing Platforms	5	N/A	-	LD Electives
MKTG 200 International Marketing	5	N/A	-	LD Electives
MKTG 290 DECA Practicum	5	N/A	-	LD Electives
MKTG 292 - Marketing Internship	5	N/A	-	LD Electives

\* It is recommended that students who follow this path take these courses.

\*\* Any missing general education requirements not taken at the lower division level must be taken as an upper-division elective.

**CityU BAM program plan shall read as follows:**

**General Education Distribution: (55 Credits)**

General Education distribution requirements can be taken as lower division electives, upper division electives, or within the Management core; except for College Composition I, College Composition II, and QSR requirements which are only taken at the lower division level.

College Composition I (5 Credits)  
 College Composition II (5 credits)  
 Quantitative/Symbolic Reasoning (5 credits)  
 Humanities (10 credits)\*  
 Social Sciences (15 credits)\*\*  
 Natural Sciences (15 credits)

*\*10 Credits Met in Management Core*

*\*\*5 Credits Met in Management Core*

**Lower Division: (90 Credits)**

Lower division credits include courses that meet general education distribution requirements listed above in addition to any other lower division elective course that a student may take either at **CityU** or **BC**. Students may also bring in lower division coursework from another accredited/accepted institution evaluated upon entry to a CityU bachelor's degree program.

**Management Core: (50 Credits)**

BC 301	Critical Thinking (HU)	CityU
BC 306	Ethics and Leadership (SS)	CityU
MK 300	Principles of Marketing	CityU
BSM 304	Effective Organizational Communications (HU)	CityU
BSC 407	The Effective Organization	CityU
BSM 414	International Management	CityU
HR 405	Strategic Management of Human Resources	CityU
PM 401	Introduction to Project Management	CityU
MG 360	Budgeting for Management	CityU
MG 495	Management Strategy	CityU

**Upper Division Electives: (40 Credits)**

If students are missing general education distribution requirements, they may take them at the upper division level either at CityU or another accredited/accepted institution evaluated upon entry to a CityU bachelor's degree program.

**2. Admission to CityU.** It is agreed that those students who receive the Business Management – Associate of Applied Science (AAS) at **BC** and meet all of the criteria listed below will be accepted, contingent upon completing program requirements at **CityU** into the Bachelor of Arts (BA) in Management program. Final admission to **CityU** will also be dependent on the **BC** student's timely submission of all required application materials, including proof of completed program.

- **BC** Students admitted to the **CityU** Upside-Down Program will transfer 90 credits from **BC**'s Business Management (AAS) to **CityU** to contribute ONLY to the lower division.
- **CityU** Admissions Office will require official transcripts prior to the transfer of credits.
- If a student enrolled in the BAM program and chooses to a different program at **CityU**, the student's transferable coursework may be affected.

**3. Participant Criteria.** The criteria that shall be met by students seeking to participate in the Agreement are as follows:

- Students must meet all program requirements prior to transfer into the above-mentioned BAM degree. **BC** students are eligible upon completion of the Business Management – Associate of Applied Science (AAS) with a cumulative grade point average of 2.0 or higher in their degree program.
- All students must fill out the **CityU** application by the prescribed deadline to be reviewed for admission.
- **BC**'s transfer courses will be evaluated according to this articulation agreement.
- Students who elect to pursue a different degree program at **CityU** will be subject to evaluation of transferrable credits per the **CityU** transfer policies in effect per current **CityU** transfer policies.

**4. CityU Obligations.** **CityU** agrees to use reasonable efforts to:

- Make promotional materials and information available to **BC** students regarding the Bachelor of Arts (BA) in Management program at **CityU**, including flyers, invitations to campus events, application information, and advising contact information.

**5. BC's Obligations.** **BC** agrees to use reasonable efforts to:

- Make promotional materials and information available to its students regarding the **CityU** Bachelor of Arts in Management (BAM) program, including flyers, invitations to campus events, academic planning, application information, and advising contact information.

- Provide opportunities for **CityU** faculty to be guest speakers in **BC's** Business Management –AAS and attend events.
- Provide opportunities for a representative from **CityU** to interact with potential students.

**6. The Parties' Joint Obligations.** **CityU** and **BC** agree to use reasonable efforts to:

- Encourage and maintain a high degree of cooperation between their staff members in the implementation of the terms and provisions of this Agreement. This may include the exchange data and documents in compliance with all FERPA and other privacy guidelines that will contribute to the maintenance and improvement of this articulation agreement and promote effective cooperation between the two institutions.
- Communicate the conditions of this Agreement to their respective stakeholders - external and internal.
- Provide links on their institutional websites indicating the existence of this agreement.
- Undertake a three (3) year evaluation of the partnership supported by this Agreement and use the findings to improve the transfer process for students.
- Maintain their respective individual accreditation with the understanding that this agreement shall be binding only so long as accreditation is maintained by both parties.
- Make reasonable provisions that each respective party gives their approval prior to the publishing and distribution of any written materials by **BC** and/or **CityU** which specifically references this agreement or makes any general representation of each other's institution.

**7. Review & Termination.** The term of this agreement shall be for **three (3) years**, beginning on the effective date. The Parties agree to review this agreement and the program once during this period at a time mutually convenient for the Parties, but aiming for during the 2<sup>nd</sup> year of this agreement's term. Notification of revisions to **CityU's** and/or **BC's** current and anticipated course offerings will also be sent to the other college during the above review period. A Letter of Review will be sent between 30 and 60 days prior to articulation expiration to ensure both parties can continue to fulfill the terms of this agreement or if articulation revisions may be required. This agreement may be terminated by either party by giving written notice to the other party's designated representative at least 60 days prior to the commencement of a new academic quarter.

**8. Notices.** All notices concerning this agreement and understanding shall be in writing and will be considered to have been given at the time of receipt of notice by the other Party.

1. Notices to **CityU**:

**Randy Frisch**

President

City University of Seattle

**Melissa Mecham**

Interim Provost

City University of Seattle

**Sumantra Sengupta**

Dean, School of Business and Management

City University of Seattle

2. Notices to **BC**:

**Rebecca Cory**

Dean of Curriculum & Assessment (Academic Affairs)

Bellevue College

**Roberf Viens**

Associate Vice President of Academic Affairs

Bellevue College

**9. Indemnification and Insurance.** The Parties agree to defend, indemnify, and hold each other harmless from and against any loss, claim, or damage, including without limitation the cost from any reasonable attorneys' fees and/or litigation, to the extent it arises or is alleged to arise from the negligent acts or omissions of their respective officers, employees, students or agents in the performance of their duties under this agreement. The Parties agree to provide each other proof of insurance upon request.

**10. Independence of the Parties.** The Parties are independent contractors. Nothing contained in this Agreement will constitute either Party the agent, partner, or legal representative of the other Party for any purpose, or constitute the Parties as partners. Neither Party has any right, power, or authority to create any obligation or responsibility on behalf of the other.

The Parties have signed below to indicate their acceptance of the terms of this AGREEMENT.

## Appendix A

The Parties wish to collaborate in order to facilitate the transfer and degree completion of students earning the Business Management – Associate of Applied Science (AAS) at **BC** to the Bachelor of Arts (BA) in Management at **CityU**. This Agreement will increase flexibility and educational opportunities for students, allow for the maximum transfer of credit between schools, and aid student transition between schools.


Bellevue College Business Management – Associate of Applied Science (AAS) degree graduates who enter under this articulation agreement will be eligible for a 15% tuition discount for all required undergraduate courses that apply towards their first CityU bachelor's degree.

The discount may not be used concurrently with any other CityU discount, including but not limited to, corporate Preferred Provider Discount programs (e.g., Amazon, Boeing) or the Active-Duty Military/Spouse discount.

Upon application and formal admission to an eligible CityU bachelor's degree program, the Bellevue College graduate will be verified for the tuition benefit through submission of the official Bellevue College transcript with posted degree. The tuition discount will be applied automatically at the time of registration for future terms providing the student maintains active status per the City University of Seattle Discontinuous Enrollment Policy as stated in the University Catalog.

Should the discount amount or requirements change, both parties agree that Appendix A may be updated through mutual written agreement without requiring an update of the overall articulation agreement.

**Signatures:**



Jan 2, 2024

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**Robert Viens**  
Associate Vice President of Academic Affairs,  
Bellevue College

Date



Jan 2, 2024

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**Rodger Harrison**  
Interim Vice President, Admin Services,  
Bellevue College

Date

DocuSigned by:



1/11/2024 | 5:42 AM PST

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**Randy Frisch**  
President, City University of Seattle

Date

DocuSigned by:



1/4/2024 | 11:40 AM PST

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**Melissa Mecham**  
Provost, City University of Seattle

Date