

AFFILIATION AGREEMENT
Albany College of Pharmacy and Health Sciences and University of Albany

The Albany College of Pharmacy and Health Sciences (hereinafter referred to as “ACPHS”) and the University at Albany (hereinafter referred to as “UA”) and the together hereinafter known as the “Parties” hereby agree by signature to this document to establish an Affiliation Agreement (hereinafter referred to as the “Agreement”). This Agreement provides the opportunity for Bachelor of Science students at ACPHS to begin work toward a Master of Public Health (MPH) degree at UA through the creation of a BS/MPH program (hereinafter referred to as “the Program”).

The academic advising, admission, transfer of credits, enrollment, and monetary conditions under this Agreement will be carried out in accordance with the following policies and procedures:

1. The Program:

- 1.1 The Program requires five years of full-time equivalency study. For the first four years, the Home Institution for students in the Program will be ACPHS, and for the last year, the Home Institution will be UA.
- 1.2 UA allows students from ACPHS to apply for graduate study in the MPH program and ACPHS allows transfer of 24 credits of UA graduate courses (completed as a visiting undergraduate student) back to ACPHS before completion of their undergraduate degree, if they are admitted to the Program. In addition, UA allows admitted students to apply the 24 credits toward the MPH, if the student fulfills admissions requirements and matriculates into the MPH program
- 1.3 Students who have been admitted to the Program will receive a Bachelor of Science degree from ACPHS once they have met all of the requirements for completion of the BS degree.
- 1.4 Students in the program will remain matriculated students at ACPHS (their ‘home institution’) until such time that their BS degree has been conferred.
- 1.5 Students in the Program will become matriculated students in the UA MPH program after (1) they apply to and are accepted into the program, (2) they have achieved a 3.0 in the 24 credits of UA graduate classes taken as a visiting undergraduate student, and (3) their BS degree has been conferred by ACPHS.
- 1.6 Students who do not progress into the MPH program at the end of their fourth year remain ACPHS students and will again be subject to ACPHS academic standards. Courses taken while at UA will be transferred back to ACPHS as per the current ACPHS transfer policy and be counted toward BS degree requirements.
- 1.7 Students will have an ACPHS advisor until receiving their Bachelor’s degree, and they will be assigned a UAlbany advisor in the School of Public Health after acceptance to this program.
- 1.8 Students will receive their MPH degree once the prescribed requirements of that UA program have been met.

2. Student Eligibility and Selection

- 2.1 Students will be eligible to apply for this Program by declaring a participating BS degree (see appendix for current list) either at the time of admission to ACPHS or early enough in their study at ACPHS to permit them to complete all degree requirements in a reasonable time.

- 2.2 ACPHS is responsible for international SEVIS tracking while in undergraduate status. International students will need to provide proof of funding for year 2 (first year in graduate student status) to obtain the I-20 and visa for graduate status.
- 2.3 Students interested in the Program will make a formal application to UA General Studies as a visiting undergraduate student by December 1 in the Fall semester of their third year at ACPHS and will be evaluated according to UA admission standards. At the same time, students will apply through UAlbany's Graduate Studies Office for the MPH degree.
- 2.4 The GRE requirement will be waived. In lieu of the GRE requirement, matriculation into the MPH program is contingent on maintaining a GPA of 3.0 in the 24 UAlbany credits taken as non-degree students.
- 2.5 Students will apply to the Program with an expedited application process. The application requirements will consist of (a) undergraduate transcript, (b) personal statement, (c) a letter of endorsement from the ACPHS Program advisor. A personal interview may be requested at the discretion of UA.
- 2.6 Students may be eligible to enroll in classes at UA once they have met the following requirements:
- completion of at least 90 credits at ACPHS with an overall minimum GPA of 3.2 (only grades of C- or above will count towards the 90 credits);
 - completion of the required BS degree courses ACPHS, as specified in the Appendices to this Agreement.
- 2.6 Per Section 1.5 above, actual matriculation to the MPH degree program will occur upon successful completion of the first 24 credits and the granting of the undergraduate degree.

3. Enrollment, Transcripts, and Policies

- 3.1 Students at ACPHS who are registered in the Program during the portion for which ACPHS is their Home institution will be given enrollment status in UA courses equal to UA. Such students will be permitted to register for courses at the same time as other UA students.
- 3.2 In order to predict the correct number of student registrations, faculty advisors for ACPHS and UA will annually project the number of students and course enrollments.
- 3.3 Credits earned in the Program will appear on both the ACPHS transcript and the UA transcript according to the transfer credit policies of each institution.
- 3.4 UA transcripts will document all earned graduate credits for ACPHS students. All courses and grades for which acceptable performance has been achieved will be received as upper-level electives or required courses into the students BS program at ACPHS (as specified in the Appendix).
- 3.4.1 At the conclusion of each semester, the ACPHS and UA Registrar's Offices will exchange transcripts (preferably with electronic encryption). UA transcripts contain a record of all courses, grades and degrees obtained from UA at the undergraduate **and** graduate level. Transcripts are a permanent, irrevocable record of all courses, credits, and final grades accumulated through UA by the individual student.
- 3.4.2 Transcripts cannot be released for students with certain holds on their record. See <http://www.albany.edu/registrar/transcripts.php>

- 3.5 Before matriculating into the MPH program, ACPHS students will need to provide their undergraduate transcript to UA demonstrating BS program completion.
- 3.6 Students in the Program are subject to the policies and procedures of their Home Institution, including but not limited to the academic and financial, policies, of their Home institution. The Home Institution will have jurisdiction to suspend or terminate a student based upon its own policies and procedures, subject to written notice to the student and the other institution.
- 3.7 Students will be independently responsible for transportation to and from the two campuses, but may avail themselves of the existing transportation services provided by either Institution.
- 3.8 Students successfully completing the Program will be eligible to participate in the commencement exercises of each institution.

4. Student Tuition/Fees

4.1 Tuition and Fee Rates.

- 4.1.1 Students will be charged undergraduate tuition rates/fees applicable at ACPHS for all undergraduate courses registered at ACPHS.
- 4.1.2 Students will be charged and ACPHS will be invoiced (see Section 4.3 below), graduate tuition rates/fees at the appropriate resident or non-resident rate applicable at UA for all MPH courses allowed under this agreement at UA.
- 4.1.3 During their year as a visiting UAlbany student, students will be charged the following UA fees:
 - o The technology portion of the comprehensive fee
 - o The academic excellence fee
 - o The university fee
 - o The alumni fee (this is an optional fee that students can opt out of. Students much complete this opt out process themselves, or the fee will be charged)Students may be charged additional fees by ACPHS based on what, if any, ACPHS facilities are used during this year.
- 4.1.4 In addition, all graduate courses taken at UA beyond the initial 24 credits allowed by this agreement will be charged at the graduate tuition/fee rate at the appropriate resident or non-resident rate. Students will be invoiced directly for these credits.

4.2 Student Billing. Each semester, upon student registration for graduate credit courses at UA, UA will submit to ACPHS an invoice accounting all tuition/fees for which the student is responsible using the UA tuition/fee schedule in place for that semester, and which ACPHS shall pay to UA.

4.2.1 While students will be coded as dual degree registrants, as an additional safeguard, ACPHS will forward a list of participating students to UA Student Accounts prior to the first billing of the terms (July 20th for fall terms; Dec. 20th for spring terms; May 20th for summer terms).

4.2.2 ACPHS shall pay to UA the tuition/fees due for the upcoming semester within 30 days after receipt of an invoice by ACPHS from UA or before the first day of classes for that semester at UA, whichever is later. UA and ACPHS shall complete a financial reconcile

for late registrations and courses adds and drops no later than 45 days after the last day of the UA add/drop period each semester.

4.3 Financial Aid. All undergraduate financial aid will be processed, awarded and disbursed to the student's account by ACPHS. These students, while matriculated at ACPHS, will enroll at UA as visiting undergraduate student. To facilitate Financial Aid processing at ACPHS, these students must submit the ACPHS Financial Aid Consortium Agreement by May 1st.

4.3.1 ACPHS is responsible for monitoring a student's progress towards degree for financial aid purposes while they are still matriculated at ACPHS as an undergraduate student. Financial aid awards will be disbursed by ACPHS following the complete financial reconciliation noted in 4.2.2.

4.3.2 The total number of credits for which a student registers across both campuses will be used to determine the student's enrollment status and financial aid eligibility. Note, the student must register for credits that are applicable to the degree. If credits are determined to be not applicable to the degree, the student may lose financial aid eligibility.

4.3.3 After the bachelor's degree is awarded by ACPHS and when the students matriculate into the MPH program at UAAlbany, UAAlbany will assume all responsibility for UAAlbany-associated financial aid support.

4.4 Agreement for Payments. Students will pay all tuition/fees due across both campuses directly to ACPHS in accordance with existing ACPHS policies and procedures. ACPHS will then pay all tuition/fees due UA as per sections 4.1, 4.2 and 4.3 of this Agreement per invoice from UA.

5. Enrollment and Degree Verification

5.1 Enrollment and Degree Verification through NSC/NSLDS (undergraduates). Reporting of combined enrollment at UA and ACPHS to NSLDS (National Student Loan Data System), whether directly or through NSC (National Student Loan Clearinghouse), will be facilitated by ACPHS while the student remains in undergraduate status. Additionally, at the conclusion of the BS, ACPHS will report degree completion to NSLDS (National Student Loan Data System), whether directly or through NSC (National Student Loan Clearinghouse).

5.2 Enrollment and Degree Verification through NSC/NSLDS (graduates). Reporting of combined enrollment at UA and ACPHS to NSLDS (National Student Loan Data System), whether directly or through NSC (National Student Loan Clearinghouse), will be facilitated by UA while the student remains in graduate status. Additionally, at the conclusion of the MPH, UA will report degree

completion to NSLDS (National Student Loan Data System), whether directly or through NSC (National Student Loan Clearinghouse).

- 5.3 All information and correspondence pertaining to student enrollment in this Program will be directed to the ACPHS Provost and the Dean of the School of Public Health at UA. In addition, a copy of enrollment, billing and financial aid reporting will be directed to their campus designees.
- 5.4 This Program will be reviewed on an ongoing basis by the Provosts of the two institutions or his/her designee in order to modify the requirements as necessary. The Program may be altered with the prior written consent of both institutions.
- 5.5 Should either ACPHS or UA wish to terminate the Program, a one year advance written notice will be given to the other party to the Agreement and students already enrolled in the Program will be permitted to complete their programs of study.
- 5.6 Both ACPHS and UA may publicize the Program in the appropriate publications and bulletins, subject to pre-approval by both institutions. Any use of the marks, logos, or other materials protected by trademark or copyright protections ("Materials") shall be used by the Parties only with the written permission of the other party and only in conjunction with the publicizing of the Program. All such rights of use of this Material shall cease at the termination of this Agreement.

6 Notice.

- 6.1 Any notice to either party hereunder must be in writing, signed by the party giving it, and shall be served either personally, by nationally recognized overnight courier or by certified mail with return receipt required, addressed as follows:

TO UA:
Vice Provost for Graduate Education
University at Albany
UNH 308
1400 Washington Avenue
Albany, NY 12222

TO ACPHS:
Provost
ACPHS
O'Brien Building
106 New Scotland Avenue
Albany, NY 12208

With a copy to:
The UAlbany Controller
University Hall
400 Washington Avenue
Albany, NY 12222


or to such addresses as may be hereafter designated by notice. All notices shall be deemed delivered on the day delivered personally, the next business day when sent by nationally recognized overnight courier, three (3) business days after mailing certified mail with return receipt, or upon refusal to accept such notice or 4 days after mailing through normal U.S. first class mail.

- 6.2 This agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded.
- 6.3 The relationship of the Parties to each other arising out of this Agreement shall be that of independent contractors.

6.4 No failure or delay of either of the Parties to exercise or enforce any of its rights operates as a waiver of any such right. If any provision of this Agreement is held unenforceable, that provision will be enforced to the maximum extent permissible, and the other provisions shall remain in effect.

SIGNATURES


For University at Albany



Provost
11/21/17

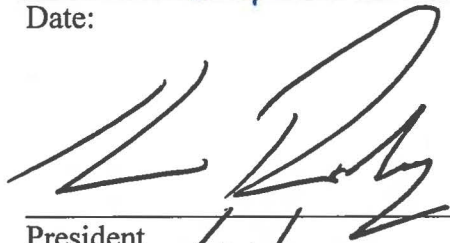
Date:

For Albany College of Pharmacy and Health Sciences




Provost
12/4/17

Date:



President
11/21/2017

Date:



President
12/7/17

Date:

Appendix 1

UA Contacts

Questions about the following aspects of the Program should be directed to:

Admission	SPH Assistant Dean for Admissions and Student Affairs
Curriculum Requirements	SPH Associate Dean for Academic Affairs
Transcripts	UA Registrar
Financial Aid	

ACPHS Contacts

Questions about the Program should be directed to:

Microbiology Students	Microbiology Program Director
Public Health Students	Public Health Program Director

Appendix 2

BS Microbiology Biomedical Track / MPH with Concentration in Biomedical Sciences

Students can transfer a total of 24 credits back from UA to ACPHS in fulfillment of their BS degree requirements. For this program/concentration the following courses will be used.

UA Course - to be transferred from UA to ACPHS	ACPHS Course - will satisfy the requirement for the following
BMS 506 Introduction to Immunology	PSC 315 Immunology
BMS 610 Microbial Pathogenesis (2 cr) BMS 557 Emerging Infectious Diseases (1 cr)	BIO 680 Bacterial Pathogenesis
BMS 601 Biomedical Science Horizons	Track Elective
EPI 610 AIDS Epidemiology or EPI 605 Infectious Disease Epidemiology	Track Elective
Any 4 MPH courses	4 Free Electives

ACPHS Schedule^{1,2}

Year 1									
Fall Semester			Credits		Spring Semester			Credits	
BIO 101	General Biology I	4	BIO 102	General Biology II	4				
CHE 101	General Chemistry I	4	CHE 102	General Chemistry II	4				
HUM 101	The Pre-Modern World	3	HUM 102	The Modern World	3				
MAT 121	Calculus I	4	COM 115	Principles of Communication	3				
				Elective	3				
	Total	15		Total	17				

Year 2									
Fall Semester			Credits		Spring Semester			Credits	
CHE 211	Organic Chemistry I	4	CHE 221	Organic Chemistry II	4				
PHY 212	College Physics I	4	PHY 222	College Physics II	4				
HUM 201	The Contemporary World	3	MAT 145	Elementary Statistics	3				
BIO 210	Microbiology	4	BIO 240	Virology	3				
				Elective	3				
	Total	15		Total	17				

Year 3									
Fall Semester			Credits		Spring Semester			Credits	
PSC 311	Biochemistry	3	PSC 312	Molecular Biology	3				
BIO 370	Microbial Physiology	3	BIO 340	Microbial Genetics	3				
BIO 350	Biomedical Lab Techniques I	3	BIO 355	Biomedical Lab Techniques II	3				
BIO 253	Scientific Communication	2	BIO 235	Cell Biology	3				
BIO 660G	Journal Club	1	BIO 660G	Journal Club	1				
BIO 480	Micro. Capstone Experience I	3	BIO 485	Micro. Capstone Experience II	3				
	Total	15		Total	16				

Notes:

- (1) In addition to the courses shown above, students will need to obtain credit for 1 additional free elective course (i.e. through adding to an existing semester, transfer credit or summer coursework).

(2) Students must take a one semester long social science course (i.e. sociology, psychology, economics) in order to MPH admissions requirements. Required courses of the BS Microbiology program fulfil the remaining admissions requirements for this MPH concentration.

BS Microbiology Infectious Disease-Epidemiology Track / MPH with Concentration in Epidemiology

Students can transfer a total of 24 credits back from UA to ACPHS in fulfillment of their BS degree requirements. For this program/concentration the following courses will be used. All courses are 3 credits.

UA Course - to be transferred from UA to ACPHS	ACPHS Course - will satisfy the requirement for the following
EPI 501 Principles and Methods of Epidemiology I	PAD 393 Epidemiology I
BMS 505 Biological Basic of Public Health	BIO 315 Public Health Microbiology
EPI 503 Principles of Public Health	Track Elective
EPI 502 Principles and Methods of Epidemiology II	Track Elective
Any 4 MPH courses	4 Free Electives

ACPHS Schedule¹

Year 1									
Fall Semester			Credits		Spring Semester			Credits	
BIO 101	General Biology I	4	BIO 102	General Biology II	4				
CHE 101	General Chemistry I	4	CHE 102	General Chemistry II	4				
HUM101	The Pre-Modern World	3	HUM 102	The Modern World	3				
MAT121	Calculus I	4	COM 115	Principles of Communication	3				
				Elective	3				
	Total	15		Total	17				

Year 2									
Fall Semester			Credits		Spring Semester			Credits	
CHE 211	Organic Chemistry I	4	CHE 221	Organic Chemistry II	4				
PHY 212	College Physics I	4	PHY 222	College Physics II	4				
HUM201	The Contemporary World	3	MAT 145	Elementary Statistics	3				
BIO 210	Microbiology	4		Elective	3				
SOC 120	Intro to Public Health	3							
	Total	18		Total	14				

Year 3									
Fall Semester			Credits		Spring Semester			Credits	
PSC 311	Biochemistry	3	PSC 312	Molecular Biology	3				
PSC 315	Immunology	3	BIO 340	Microbial Genetics	3				
BIO 350	Biomedical Lab Techniques I	3	BIO 355	Biomedical Lab Techniques II	3				
BIO 370	Microbial Physiology	3	BIO 485	Micro. Capstone Experience II	3				
BIO 480	Micro. Capstone Experience I	3	BIO 660G	Journal Club	1				
CHE 253	Scientific Communication	2		Elective	3				
BIO 60G	Journal Club	1							
	Total	18		Total	16				

Notes:

- (1) Students must take a one semester long social science course (i.e. sociology, psychology, economics) in order to MPH admissions requirements. Required courses of the BS Microbiology program fulfil the remaining admissions requirements for this MPH concentration.

**BS Public Health Community Health Track / MPH with Concentration in
Social Behavior and Community Health or Health Policy and Management or Epidemiology**

Students can transfer a total of 24 credits back from UA to ACPHS in fulfillment of their BS degree requirements. For this program/concentration the following courses will be used. Except where noted, all courses are 3 credits.

UA Course - to be transferred from UA to ACPHS	ACPHS Course - will satisfy the requirement for the following
EPI 501 Basic Principles and Methods of Epidemiology	PAD 393 Epidemiology I
EPI 503 Principles of Public Health or HPM 501 Health Policy Analysis	PBH 345 Concepts in Community Health Practice
HPM 500 Health Care Organization, Delivery and Finance	PAD 451 US and Global Health Systems
HPM 525 Social and Behavioral Aspects of Public Health	Culture and Health Track Selective
BMS 505 Biological Basis of Public Health	BIO 245 Biological Basis of Disease
Elective	Health Care Systems Selective
Any 2 MPH courses	2 Free Electives

ACPHS Schedule¹

Year 1							
Fall Semester			Credits	Spring Semester			Credits
HUM 101	Pre-Modern World		3	HUM 102	Modern World		3
BIO 101	General Biology I		4	BIO 102	General Biology II		4
COM 101	Academic Reading and Writing		3	COM 120	Public Speaking		3
PSY 101	Psychology		3	SOC 101	Sociology		3
SOC 120	Intro to Public Health		3				
BSS 102	Seminar in Health Professions		1	ECN 101	Economics		3
	Total		17		Total		16

Year 2							
Fall Semester			Credits	Spring Semester			Credits
HUM 201	Contemporary World		3	MAT 155	Statistics		3
MAT 121	Calculus I		4				
HIS 110	American Government		3	PHI 145	Logic and Reasoning		3
	Elective		3				
BSS 302	Seminar in Public Health II		1				
SOC 335	Global Health		3		Elective		3
				PBH 220	Environmental Health		3
				PBH 210	Introduction to Data		3
				PBH 211	Data Lab		1
	Total		16		Total		16

Year 3					
Fall Semester			Spring Semester		
		Credits			Credits
ETH 310	Bioethics	3	PBH 360	Applied Research Methods Selective	3
SOC 301	Research Methods	4	COM 312 or PSY 321	Health Promotion or Health Psychology	3
			SOC 350	Disparities and Social Justice	3
SOC 420	Health and Public Policy	3	HHS 401	Capstone	3
PBH 435	Interdisciplinary Perspectives in HC	2	PBH 320	Geography of Health	3
COM 315	Health Campaigns	3		Elective	3
	Total	15		Total	18

Notes:

- (1) Required courses of the BS Public Health program fulfil the admissions requirements for the three listed MPH concentrations.

Appendix 3

Operational Details for Use by Administrators

- Students will apply to UAlbany through General Studies as a visiting undergraduate student (there is no fee)
- Students will apply simultaneously through Grad Studies for the MPH program (there is a fee). Admission to MPH will occur upon successful completion of the first 24 credits and granting of the undergraduate degree
- Students will be coded specifically to the program, which will allow for:
 - Student Accounts to direct bill ACPHS as contract course
 - Registrar to recognize them for enrollment reporting purposes (they will be excluded from UA undergraduate enrollment reports, but we will report them for our CEPH/ASPPH reports)
- The UAlbany Student Accounts Office will suppress student billings, and the campus will receive tuition/fees related to these enrollments directly from ACPHS.
- Financial aid will be processed by the home institution (ACPHS for the first year; UA for the second year)
- SEVIS tracking will be done by the “home institution” as defined in the agreement.
 - ACPHS is responsible for international SEVIS tracking while the student is in undergraduate status.
 - International students will need to provide proof of funding for year 2 (first year in graduate student status) to obtain the I-20 and visa.
- At the conclusion of each semester, the ACP and UA Registrar’s Offices will exchange transcripts (preferably electronically with encryption). Transcripts will not be released for students with financial holds.