

COURT AND REALTIME REPORTING

JAMESTOWN COMMUNITY COLLEGE AND ALFRED STATE COLLEGE

Purpose of this Agreement

This document establishes an articulation agreement between Jamestown Community College and Alfred State College. Its purpose is to afford students the opportunity to earn the Associate of Applied Science (A.A.S.) degree in Court and Realtime Reporting from Alfred State College by taking a combination of courses from Jamestown Community College and Alfred State College.

Required Coursework

Appendix A lists Alfred State College courses that are required for the A.A.S. Court and Realtime Reporting and, where applicable, also lists Jamestown Community College equivalent courses. High School Math A, or its equivalent, is required for admission to this program. Graduation requires a minimum of six of the ten SUNY General Education knowledge areas. Students can take any combination of Alfred State College courses and Jamestown Community College equivalent courses to meet their degree requirements. All required courses are offered online by Alfred State College. Some Jamestown Community College equivalent courses are also offered online. However, in most cases students will combine traditional courses at Jamestown Community College with online courses from Alfred State College, often enrolling in both each semester.

General Guarantee of Opportunity to Graduate

Full-time students who begin their coursework in a fall semester are guaranteed the opportunity to earn the A.A.S. degree in Court and Realtime Reporting in four consecutive regular semesters plus one summer session. Appendix A provides a typical two-year sequence of courses.

Other Graduation Information

A minimum cumulative grade point average (GPA) of 2.0 for all courses taken through Alfred State College is required to graduate from the A.A.S. in Court and Realtime Reporting program. Grades of “C” or better in corresponding individual courses at Jamestown Community College are transferable to Alfred State and count toward graduation requirements. Thirty hours of academic credit must be completed through Alfred State College. One credit hour of physical education is also required. Alfred State College academic regulations can be found at www.alfredstate.edu.

A list of specific graduation requirements and additional information is provided below and included in Appendix A:

1. An Alfred State College overall cumulative index of at least 2.0 is required in order to graduate.
2. All CTRP classes must be taken and passed through Alfred State with a passing grade of "C" or better.
3. The internship course, CTRP 4602, is completed off campus.
4. The CTRP 3163 class is offered only on the Internet.
5. Thirty additional credit hours must be completed for a dual degree.
6. A maximum of twelve (12) credit hours may be transferred back within a 7-year period after leaving Alfred State to complete graduation requirements.
7. Thirty credit hours of coursework for this degree must be taken through Alfred State.
8. This curriculum meets six (6) out of ten (10) SUNY General Education requirements.
9. Be sure to check for prerequisite requirements when scheduling courses.
10. Frequent meetings with your academic advisor are encouraged.

11. One semester of PE is required.
12. All NCRA requirements must be met.
13. Open general education electives should come from American History, Western Civilization, Other World Civilizations, or Foreign Language.

Additional Considerations

Jamestown Community College and Alfred State College will enter into a consortium agreement to manage financial aid and admissions issues for individual students. Students can transfer excess financial aid from Alfred State College to pay semester tuition costs at Jamestown Community College.

Students in this program will be matriculated with Alfred State College.

Jamestown Community College will provide appropriate support services for students. Alfred State College will also provide appropriate student support services, including support for program-specific courses.

Alfred State College will provide Jamestown Community College, for sharing with students, a document outlining program requirements, equipment costs, and other program specific requirements.

Alfred State College will notify Jamestown Community College of Jamestown Community College students who matriculate into the Court and Realtime Reporting program to allow appropriate tracking and advisement at Jamestown Community College.

Promotion of the Agreement

Both parties have the right to use this agreement and the names of Jamestown Community College (“JCC”) and Alfred State College (“ASC”) in all promotional documents including college catalogs and recruitment or advisement products. Both parties agree to note this articulation agreement in catalogs, master schedules, and other relevant publications.

Provision for Changes in Policies or Curricula

Proposed changes in policies or curricula by either party should be communicated in writing to the other party.

Effective Date and Provision for Cancellation

This agreement is in effect for a period of three years from the date of signatures. Either party may independently cancel this agreement by notifying the other party in writing no less than one year before the intended date of cancellation.

**ALFRED STATE COLLEGE / JAMESTOWN COMMUNITY COLLEGE
CURRICULUM 216 and 002 - COURT AND REALTIME REPORTING**

Appendix A

1st Semester (16 cr hrs)			College
CTRP	1174	Realtime Writing Theory I	ASC
BUAD	1543	Grammar	ASC
BUAD	1103	Keyboarding	JCC / ASC
COMP	1503	Freshman Composition	JCC / ASC
GEN ED	XXX3	Math / Natural Sci / Social Sci / Gen Ed *	JCC / ASC

(Choose one this semester)

2nd Semester (17 cr hrs)			College
CTRP	2274	Realtime Writing Theory II	ASC
CTRP	3373	Computer Aided Transcription	ASC
BUAD	4403	Business Computer Applications	JCC / ASC
LITR	2603	Introduction to Literature	JCC / ASC
HPED	XXX1	Physical Education Requirement ***	JCC / ASC
GEN ED	XXX3	Math / Natural Sci / Social Sci / Gen Ed *	JCC / ASC

(Choose one this semester)

Summer Session (6 cr hrs)			College
CTRP	3163	Speed Building I for Reporting/Caption	ASC
CTRP	3363	Technology for Reporting/Captioning	ASC

3rd Semester (17 cr hrs)			College
CTRP	4265	Speed Bldg. II for Reporting/Caption	ASC
CTRP	2603	Personal Dictionary Production/Maint.	ASC
SPCH	1083	Effective Speaking	JCC / ASC
BUAD	3043	Business Law I **	JCC / ASC
GEN ED	XXX3	Math / Natural Sci / Social Sci / Gen Ed *	JCC / ASC

(Choose one this semester)

JCC Course Equivalent (crs)
BUS 1220 - College Keyboarding (3)
ENG 1510 or 1530 - English Composition. I or II (3)
General Education Elective (3)

CSC 1560 - Microcomputer Applications (4)
ENG 1540 - Writing About Literature (3)
Physical Education Elective (3)
General Education Elective (3)

CMM 1610 - Public Speaking (3)
BUS 2530 or 2540 - Business Law I or II (3)
General Education Elective (3)

Additional Graduation Requirements
1. An Alfred State College overall cumulative index of at least 2.0 is required in order to graduate.
2. All CTRP classes must be taken and passed through Alfred State with a passing grade of "C" or better.
3. The internship course, CTRP 4602, is completed off campus
4. The CTRP 3163 class is offered only on the Internet.
5. Thirty additional credit hours must be completed for a dual degree.
6. A maximum of 12 credit hours may be transferred back within a 7-year period after leaving Alfred State to complete graduation requirements.
7. Thirty credit hours of coursework for this degree must be taken through Alfred State.
8. This curriculum meets six (6) out of ten (10) SUNY General Education requirements.
9. Be sure to check for prerequisite requirements when scheduling courses.
10. Frequent meetings with your academic advisor are encouraged.
11. One semester of PE is required.
12. All NCRA requirements must be met.
13. Open General Education Electives should come from American History, Western Civilization, Other World Civilizations, or Foreign Language

4th Semester (17 cr hrs)			College	
CTRP	4365	Speed Building III for Reporting/Captioning	ASC	
CTRP	4634	Procedures for Reporting/Captioning	ASC	
CTRP	4602	Internship and Practicum for R/C	ASC	
MEDA	1133	Medical Terminology **	JCC / ASC	MOT 1410 - Medical Terminology (3)
GEN			JCC /	
ED	XXX3	Math / Natural Sci / Social Sci / Gen Ed *	ASC	General Education Elective (3)
(Choose one this semester)				

* Students must select *one* from each of these Gen Ed requirements each semester (Math, Natural Science, Social Science, Gen Ed.)

** Students may select BUAD 3043, Business Law I, or MEDA 1133, Medical Terminology, in either semester.

*** HPED XXX1 Physical Education requirement (one semester of PE is required)

ASC = Alfred State College

JCC = Jamestown Community College

ASC - Course is available on-line