

Articulation Agreement Template is provided by the Maryland Higher Education Commission (MHEC) and is a resource for institutions. This template is not legal advice. Institutions should consult their own legal counsel regarding articulation agreements and other agreements, contracts, or institutional policies. Please provide a copy of all institutional articulation agreements to MHEC.

**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN
ALLEGANY COLLEGE OF MARYLAND
AND
FROSTBURG STATE UNIVERSITY REGARDING TRANSFER FROM ASSOCIATE
OF APPLIED SCIENCE IN HOSPITALITY MANAGEMENT TO BACHELOR OF
SCIENCE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN
HOSPITALITY MANAGEMENT**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between Allegany College of Maryland (the “Sending Institution”) and Frostburg State University (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from Associate of Applied Science in Hospitality Management HEGIS #501002 and CIP code #002057 at Allegany College of Maryland for the completion of Bachelor of Science in Business Administration HEGIS #050601, and CIP code #520201 at Frostburg State University (the “Program(s)”).

A. Qualifying Students

This Agreement pertains to the transfer of “Qualifying Students”, *i.e.*, those students who:

1. Have successfully completed the program at the Sending Institution;
2. Are enrolled in the Sending Institution, in good standing; and
3. Are accepted for admission to the Receiving Institution

B. Responsibilities of the Institutions

The Institutions agree to implement the transfer of Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer into from the Transferring Institution into the Receiving Institution for the completion of the Program.
2. Courses that the Receiving School will accept credits for toward completion of the Program include: (Note that all COMAR regulations as noted in #6 for acceptance of General Education courses by the Sending Institution are implied.)

Sending Institution Course			Receiving Institution Comparable Course			
Course Number	Course Name	Credits	Course Number	Course Name	Credits	Applied to*
varies	General Education courses	varies	varies	varies	varies	Gen Ed
BUAD 110	Business Professionalism and Ethics	2	MGMT 195	Management generic transfer	2	elective
CULA 150	Food Preparation	3	HMG 195	Hospitality Management generic transfer	3	elective

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CULA 216	Dining Room Management	3	HMGT 195	Hospitality Management generic transfer	3	elective
CULA 250	Field Placement	5	MGMT 494	Hospitality Management Internship	5	Business BS/BA
HRMG 101	Introduction to Hospitality	3	HMGT 101	Analysis of the Hospitality Management Industry	3	Business BS/BA
HRMG 160	Quantity Food Production	3	HMGT 195	Hospitality Management generic transfer	3	elective
HRMG 203	Hospitality Purchasing, Inventory, and Cost Control	3	MGMT 355	Operations Management	3	Business BS/BA
HRMG 204	Menu Planning and Food Merchandising	3	HMGT 195	Hospitality Management generic transfer	3	elective
HRMG 205	Food and Beverage Cost Control	3	HMGT 195	Hospitality Management generic transfer	3	elective
HRMG 207	Principles of Event Management	3	MGMT 490	Special Topics	3	Business BS/BA
HRMG 209	Front Office Management	3	MGMT 251	Management of Organizations	3	Business BS/BA
HRMG 210	Internship	5	MGMT 494	Internship	5	Business BS/BA
HRMG 211	Hospitality Supervision	3	MGMT 357	Human Resource Management	3	Business BS/BA
HRMG 218	Hospitality Marketing	3	MKTG 361	Principles of Marketing	3	Business BS/BA
HRMG 219	Mechanics of Event Management	4	HMGT 395	Hospitality Management generic transfer	4	elective
HRMG 220	Internship II	5	MGMT 494	Internship	5	Business BS/BA
HRMG 230	Event Production Internship	5	MGMT 494	Internship	5	Business BS/BA

*Receiving Institution must indicate if course is applied to General Education, Program/Major requirements, or General Elective.

- Receiving Institution will accept up to 70 credits for a student from the Sending Institution.
- The Receiving Institution shall designate, and shall provide to the Sending Institution, the contact information for a staff person at the Receiving Institution who is responsible for the oversight of the transfer of Qualifying Students. The Sending Institution shall designate, and shall provide to the Receiving Institution, the contact information for a staff person at the Sending Institution who is responsible for the oversight of the transfer of Qualifying Students.

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	Sending Institution	Receiving Institution
Name of staff person responsible for oversight	Debra Frank	Tiffany Pirolozzi
Title of staff person	Program Director – Hospitality Management	Assistant Director Admissions
Email address	dfrank@allegany.edu	tmpirolozzi@frostburg.edu
Telephone Number	301-784-5411	301-687-4201

Should the staff person or position change, the institution will promptly provide new contact information to the partner institution and inform the Maryland Higher Education Commission of the change.

Additional contact information:

Role & Responsibilities of persons listed here	Sending Institution	Receiving Institution
Name of person	Tom Striplin	Patricia Gregory
Title of person	Dean of Arts and Sciences	Director Admissions
Email address	tstriplin@allegany.edu	TGregory@frostburg.edu
Telephone Number	301-784-5273	301-687-4201

5. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), the Institutions shall adhere to all applicable U.S. Department of Veterans Affairs’ regulations, including the regulations governing the awarding prior credit, as regulated under Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(c)(4).
6. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.
7. Each Institution shall advise students regarding transfer opportunities under this Agreement, and shall advise students of financial aid opportunities and implications associated with the transfer.
8. Should either Institution make changes to program requirements, the institution will inform the partner institution immediately. The articulation agreement should be updated to reflect the changes and forwarded to the Maryland Higher Education Commission.

C. Term and Termination

1. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.

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2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering 90 days written notice to the other Institution and the Maryland Higher Education Commission.
3. Both Institutions agree to meet once every 3 year(s) to review the terms of this agreement.

D. Amendment

1. This Agreement constitutes the entire understanding and agreement of the Institutions with respect to their rights and obligations in carrying out the terms of the Agreement, and supersedes any prior or contemporaneous agreements or understandings.
2. This Agreement may be modified only by written amendment executed by both Institutions.

E. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland.

F. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

G. Notice of Agreement

1. The Institutions agree to provide a copy of this Agreement, with any amendments, to the Maryland Higher Education Commission.
2. The Institutions agree to provide copies of this Agreement to all relevant individuals and departments of the Institutions, including but not limited to students, academic department chairs participating in the transfer, offices of the president, registrar's offices, and financial aid offices.

H. No Third-Party Beneficiaries

There are no third-party beneficiaries to this Agreement.

I. Representations and Warranties of the Parties

Both Institutions represent and warrant that the following shall be true and correct as of the Effective Date of this Agreement, and shall continue to be true and correct during the term of this Agreement:

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1. The Institutions are and shall remain in compliance with all applicable federal, state, and local statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time.
2. Each Institution has taken all action necessary for the approval and execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Allegany College of Maryland

Frostburg State University

By: Cynthia S. Bambara
Cynthia S. Bambara, Ph.D.
President

By: Ronald H. Nowaczyk
Ronald H. Nowaczyk, Ph.D.
President

8/29/19

9/3/19

Date

Date

Kurt Hoffman
Kurt Hoffman, Ed.D.
Senior Vice President of Instructional and Student Affairs

Elizabeth A. Throop
Elizabeth A. Throop, Ph.D.
Provost and Vice President of Academic Affairs

8/28/19

9/3/19

Date

Date

William Rocks
William Rocks, Ed.D.
Dean, Career Education

Sudhir Singh
Sudhir Singh, Ph.D.
Dean, College of Business

8/28/2019

9/6/2019

Date

Date