

**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN  
ANNE ARUNDEL COMMUNITY COLLEGE  
AND  
FROSTBURG STATE UNIVERSITY REGARDING TRANSFER FROM ASSOCIATE  
OF SCIENCE IN BUSINESS ADMINISTRATION TRANSFER TO BACHELOR OF  
SCIENCE IN BUSINESS ADMINISTRATION**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between Anne Arundel Community College (the “Sending Institution”) and Frostburg State University (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from the Sending Institution’s Associate of Science in Business Administration Transfer, HEGIS 497001 and CIP 520101, to the Receiving Institution’s Bachelor of Science in Business Administration, HEGIS code 050601, and CIP code 520201 (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 from the Sending Institution into the Receiving Institution for the completion of the Program.
2. Students may transfer up to 70 credits hours. Only courses in which the student earns a grade of C or better will count toward satisfaction of major requirements. Courses that the Receiving School will accept credits from towards completion of the Program include:

Sending Institution Course			Receiving Institution Comparable Course			
Course Number	Course Name	Crs	Course Number	Course Name	Crs	Applied to*
BPA 103	Intro to Entrepreneurship	3	MGMT 315	New Business Ventures	3	Business BS/BA
BPA 104	Entrepreneurship: Sales and Marketing for Small Business	3	MGMT 195	Business Elective	3	elective
BPA 105	Exploring the Future	3	MGMT 195	Business Elective	3	elective
BPA 106	Intro to Project Management	3	MGMT 195	Business Elective	3	elective
BPA 111	Business and Its Environment	3	BUAD 100	Intro to Business	3	elective
BPA 119	Global Business	3	INTR 330	International Business	3	Business BS/BA

BPA 120	Small Business Management	3	MGMT 315	New Business Ventures	3	Business BS/BA
BPA 125	Marketing Principles	3	MKTG 361	Principles of Marketing	3	Business BS/BA
BPA 126	Advertising and Sales Promotion	3	MKTG 363	Advertising	3	Business BS/BA
BPA 127	eMarketing	3	MKTG 195	Business Elective	3	Business BS/BA
BPA 128	International Marketing	3	MKTG 460	Global Marketing	3	Business BS/BA
BPA 130	Principles of Consumer Retail Services	3	MKTG 195	Business Elective	3	Business BS/BA
BPA 132	Sales and Sales Training	3	MKTG 365	Professional Selling and Relationship Management	3	Business BS/BA
BPA 134	Retail Management	3	MKTG 195 or MGMT 490	Business Elective or Special Topics in Management	3	Business BS/BA
BPA 138	Business and Professional Ethics	3	MGMT 405	Business Ethics and Social Responsibility	3	Business BS/BA
BPA 142	Principles of Management	3	MGMT 251	Management of Organizations	3	Business BS/BA
BPA 143	Sustainable Marketing	3	MKTG 195	Business Elective		
BPA 145	Leadership	3	MGMT 356	Leadership and Human Behavior	3	Business BS/BA
BPA 146	The Management of Sustainable Operations	3	MGMT 195	Business Elective	3	elective
BPA 156	Electronic Commerce	3	MKTG 195	Business Elective	3	elective
BPA 165	Mediation and Alternative Dispute Resolution (ADR)	3	MGMT 195	Business Elective	3	elective
BPA 171	Principles of Supervision	3	MGMT 195	Business Elective	3	elective
BPA 172	Human Resource Management	3	MGMT 357	Human Resources Management	3	Business BS/BA
BPA 173	Managing and Valuing Workforce Diversity	3	MGMT 195	Business Elective	3	elective
BPA 174	Women and Business	3	MGMT 395	Business Elective	3	elective
BPA 190	Organizational Behavior	3	MGMT 395	Business Elective	3	elective
BPA 201	Financial Accounting	3	ACCT 211	Financial Accounting	3	Business BS/BA
BPA 201H	Financial Accounting - Honors	3	ACCT 211	Financial Accounting	3	Business BS/BA
BPA 202	Managerial Accounting	3	ACCT 212	Managerial Accounting	3	Business BS/BA
BPA 202H	Managerial Accounting – Honors	3	ACCT 212	Managerial Accounting	3	Business BS/BA
BPA 210	Advanced Sales and Sales Training	3	MKTG 365	Professional Selling and Relationship Management	3	Business BS/BA
BPA 231	Intro to Social Entrepreneurship and Nonprofit Management	3	MGMT 195	Business Elective	3	elective
BPA 235	Intro to Transportation and Logistics	3	MGMT 195	Business Elective	3	elective

BPA 236	Introduction to Airport and Seaport Operations	3	MGMT 195	Business Elective	3	elective
BPA 237	Supply Chain Management	3	MGMT 195	Business Elective	3	elective
BPA 238	Domestic and International Flight Operations	3	MGMT 195	Business Elective	3	elective
BPA 239	Procurement and Materials Management	3	MGMT 195	Business Elective	3	elective
BPA 240	Logistics Technologies	3	MGMT 195	Business Elective	3	elective
BPA 241	Intermediate Accounting 1	3	ACCT 195 <sup>1</sup>	Business Elective	3	elective
BPA 242	Intermediate Accounting 2	3	ACCT 195 <sup>1</sup>	Business Elective	3	elective
BPA 246	Business Operations and Logistics	3	MGMT 490	Special Topics in Business Administration - Management	3	Business BS/BA
BPA 253	Business Law 1	3	BLAW 291	Legal Environment of Business	3	Business BS/BA
BPA 253H	Business Law 1 - Honors	3	BLAW 291	Legal Environment of Business	3	Business BS/BA
BPA 256	Financial Management	3	FINA 303	Principles of Finance	3	Business BS/BA
BPA 260	Applied Entrepreneurship, Innovation, and Invention	3	MGMT 195	Business Elective	3	elective
BPA 270	Entrepreneurship: New Venture Planning	3	MGMT 425	Business Elective	3	Business BS/BA
BPA 275	Internship in Business 1	3	MGMT 494	Internship in Business Administration - Management	Variations	Business BS/BA
BPA 276	Internship in Business 2	3	MGMT 494	Internship in Business Administration - Management	Variations	Business BS/BA
BPA 277	Business Strategies	3	MGMT 395	Business Elective	3	elective
BPA 280	Special Topics in Business – Organizational Behavior	3	MGMT 395	Business Elective	3	elective
BPA 280-299	Special Topics in Business and Management	3	MGMT 490	Special Topics in Business Administration - Management	3	Business BS/BA
BPA 282	Entrepreneurial Opportunities in Expanding Markets: Marijuana Legalization	3	MGMT 490	Special Topics in Business Administration - Management	3	Business BS/BA
BPA 283	Special Topics: Mindful Leadership	3	MGMT 490	Special Topics in Business Administration - Management	3	Business BS/BA
BPA 286	Special Topics in Business and Management – Advanced Investment Topics	3	MGMT 490	Special Topics in Business Administration - Management	3	Business BS/BA
BPA 287	Special Topics: Procurement and Materials Management	3	MGMT 490	Special Topics in Business Administration - Management	3	Business BS/BA

<sup>1</sup> Does not count toward a major in Accounting

ECO 113	Consumer and Personal Finance	3	ECON 195 or FINA 195	Business Elective	3	elective
ECO 115	Fundamentals of Money and Banking	3	ECON 306	Money and Banking	3	Business BS/BA
ECO 116	Inside the Global Economy	3	ECON 400	International Trade	3	Business BS/BA
ECO 121	Intro to Economics	3	ECON 200	Basic Economics	3	Business BS/BA
ECO 211	Principles of Economics 1	3	ECON 201	Principles of Economics (Macro)	3	Business BS/BA
ECO 211H	Principles of Economics 1 – Honors	3	ECON 201	Principles of Economics (Macro)	3	Business BS/BA
ECO 212	Principles of Economics 2	3	ECON 202	Principles of Economics (Micro)	3	Business BS/BA
ECO 212H	Principles of Economics 2 – Honors	3	ECON 202	Principles of Economics (Micro)	3	Business BS/BA
ECO 232	Business Statistics	3	ECON 460 <sup>2</sup>	Intro to Econometrics		Business BS/BA
ECO 233	Data, Sampling, and Analytics	3	ECON 460 <sup>2</sup>	Intro to Econometrics		Business BS/BA
ECO 270	Data and Analysis Project Seminar	3	ECON195	Business Elective	3	elective
ESI 103	Intro to Entrepreneurship	3	MGMT 315	New Business Ventures	3	Business BS/BA
ESI 111	Business and Its Environment	3	MGMT 195	Business Elective	3	elective
ESI 120	Small Business Management	3	MGMT 195	Business Elective	3	elective
ESI 127	eMarketing	3	MKTG 195	Business Elective	3	elective
ESI 143	Sustainable Marketing	3	MGMT 195	Business Elective	3	elective
ESI 146	The Management of Sustainable Operations	3	MGMT 195	Business Elective	3	elective
ESI 250	Legal Issues for Business	3	BLAW 291	Legal Environment of Business	3	Business BS/BA
ESI 260	Applied Entrepreneurship, Innovation, and Invention	3	MGMT 195	Business Elective	3	elective
ESI 270	Entrepreneurship: New Venture Planning	3	MGMT 425	Entrepreneurial Business Plan	3	Business BS/BA
ESI 275	Internship in Business 1	3	MGMT 494	Internship in Management		Business BS/BA
HRM 111	Introduction to the Hospitality Industry	3	HMGMT 101	Analysis of the Hospitality Industry	3	Business BS/BA
HRM 130	Intro to the Travel and Tourism Industry	3	HMGMT 101	Analysis of the Hospitality Industry	3	Business BS/BA
HRM 140	Event Planning	3	HMGMT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 213	Hospitality Technology	3	HMGMT 396	Hospitality Management Special Topics	3	Business BS/BA

<sup>2</sup> ECO 232 and ECO 233 can transfer as ECON 460 totalling 6 credits

HRM 221	Purchasing	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 222	Hospitality Sales and Marketing	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 232	World Culture and Cuisine: A Social Science Perspective	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 240	Meeting and Conference Planning	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 250	Food, Beverage, and Labor Cost Controls	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 251	Food and Beverage Operations Management	3	MGMT 355 <sup>3</sup>	Operations Management	3	Business BS/BA
HRM 253	Catering Management	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 255	Hotel Front Office Procedures	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 256	Hotel Property Management	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 258	Revenue Management	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 260	Purchasing and Cost Controls	3	HMGT 396	Hospitality Management Special Topics	3	Business BS/BA
HRM 275	Internship in Hotel/Restaurant Management	3	HMGT 494	Internship in Hospitality Management	varies	Business BS/BA
LGS 253	Business Law 1	3	BLAW 291	Legal Environment of Business	3	Business BS/BA
LGS 253H	Business Law 1 - Honors	3	BLAW 291	Legal Environment of Business	3	Business BS/BA

\*Indicates if course is applied to General Education, Program/Major requirements, or General Elective at Frostburg. Electives numbered 195 or 395 may substitute on a case by case basis for a requirement or be allowed as an elective up to the maximum credits allowed for transfer.

- 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.

	Sending Institution	Receiving Institution
Name of staff person responsible for oversight	Marcus Wright	Natalie Wagoner

<sup>3</sup> Only if students chooses the Hospitality Management concentration

Title of staff person	Director of Transfer, Articulation and Career Alignment	Director of Admissions
Email address	<a href="mailto:mwright22@aacc.edu">mwright22@aacc.edu</a>	<a href="mailto:nmwagoner@frostburg.edu">nmwagoner@frostburg.edu</a>
Telephone Number	410-777-2777	301-687-4406

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:

	Sending Institution	Receiving Institution
Name of person	Alycia Marshall, Ph.D.	Tasia Smith
Title of person	Associate Vice President for Learning and Academic Affairs	Admissions Counselor
Email address	<a href="mailto:aamarshall@aacc.edu">aamarshall@aacc.edu</a>	<a href="mailto:Tdsmith1@frostburg.edu">Tdsmith1@frostburg.edu</a>
Telephone Number	410-777-2776	301-687-4201

4. 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).
5. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.
6. 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.
7. Should either Institution make changes to program requirements, the Institution will inform the other 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 last signed by the appropriate and authorized representatives of each Institution ("Effective Date") and shall remain in effect for one (1) year. This agreement shall automatically renew for one (1) year terms, unless terminated as set forth below.

2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering 60 days written notice to the other Institution and the Maryland Higher Education Commission. The Institutions agree that termination shall include an agreement that students currently enrolled in the program at the time of termination shall be permitted to complete the program as described herein.
3. Both Institutions agree to meet once every year 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. This Agreement may be executed by way of electronic signature and signature pages may be exchanged electronically, and such signatures will be deemed original signatures.

#### **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:

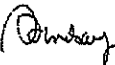
1. The Institutions are and shall remain in compliance with all applicable federal, state, and local statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time.
2. Each Institution has taken all action necessary for the approval and execution of this Agreement.

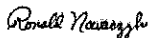


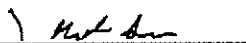
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

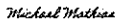
**Anne Arundel Community College**

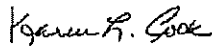
**Frostburg State University**


By:   
Dawn Lindsay, Ed.D.  
President  
Feb 18, 2021  
Date

By:   
Ronald H. Nowaczyk, Ph.D.  
President  
Feb 24, 2021  
Date

By:   
Michael Gavin (Feb 16, 2021 16:43 EST)  
Michael H. Gavin, Ph.D.  
Vice President for Learning  
Feb 16, 2021  
Date

By:   
Michael B. Mathias, Ph.D.  
Interim Provost for Academic Affairs  
Feb 19, 2021  
Date

By:   
Karen Cook, Esq.  
Dean, School of Business and Law  
Feb 16, 2021  
Date

By:   
Sudhir Singh, Ph.D.  
Dean, College of Business  
Feb 19, 2021  
Date

Appendix A – Transfer Guide



**TRANSFER GUIDE**

A.S. in Business Administration Transfer

B.S. in Business Administration

This transfer guide is intended for students pursuing an Associate of Science in Business Administration Transfer at Anne Arundel Community College who are interested in pursuing a Bachelor of Science in Business Administration at Frostburg State University. This transfer guide demonstrates how a student can meet both requirements for the associate degree and prepare for a seamless transfer to Frostburg State University.

YEAR 1 - ANNE ARUNDEL COMMUNITY COLLEGE			
SEMESTER	COURSE	CREDITS	SEMI-EQUIVALENT
FALL	ENGL 101	3	ENGL 101
FALL	ENGL 102	3	ENGL 102
FALL	ACCT 101	3	ACCT 101
FALL	ACCT 102	3	ACCT 102
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








# AACC-Frostburg Business Administration Agreement


Final Audit Report

2021-02-18

Created:	2021-02-16
By:	Marcus Wright (mwright22@aacc.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQdiOIX8j1LpwC77gAk4ERHdP91z-CsVU

## "AACC-Frostburg Business Administration Agreement" History

-  Document created by Marcus Wright (mwright22@aacc.edu)  
2021-02-16 - 8:30:14 PM GMT- IP address: 72.66.96.67
-  Document emailed to Karen Cook (kcook@aacc.edu) for signature  
2021-02-16 - 8:32:18 PM GMT
-  Email viewed by Karen Cook (kcook@aacc.edu)  
2021-02-16 - 8:47:29 PM GMT- IP address: 98.204.241.184
-  Document e-signed by Karen Cook (kcook@aacc.edu)  
Signature Date: 2021-02-16 - 9:25:22 PM GMT - Time Source: server- IP address: 98.204.241.184
-  Document emailed to Michael Gavin (mhgavin@aacc.edu) for signature  
2021-02-16 - 9:25:24 PM GMT
-  Email viewed by Michael Gavin (mhgavin@aacc.edu)  
2021-02-16 - 9:43:44 PM GMT- IP address: 136.160.248.5
-  Document e-signed by Michael Gavin (mhgavin@aacc.edu)  
Signature Date: 2021-02-16 - 9:43:53 PM GMT - Time Source: server- IP address: 136.160.248.5
-  Document emailed to Dawn Lindsay (presidentsline@aacc.edu) for signature  
2021-02-16 - 9:43:55 PM GMT
-  Email viewed by Dawn Lindsay (presidentsline@aacc.edu)  
2021-02-18 - 5:30:14 PM GMT- IP address: 96.244.6.172
-  Document e-signed by Dawn Lindsay (presidentsline@aacc.edu)  
Signature Date: 2021-02-18 - 5:30:46 PM GMT - Time Source: server- IP address: 96.244.6.172

 Agreement completed.

2021-02-18 - 5:30:46 PM GMT












# img-219110609-0001

Final Audit Report

2021-02-24

Created:	2021-02-19
By:	Stephanie Sindy (srsindy@frostburg.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAut6dicDbW93SOlrvk_Cm6RksWz3C-s3o

## "img-219110609-0001" History

-  Document created by Stephanie Sindy (srsindy@frostburg.edu)  
2021-02-19 - 4:12:46 PM GMT- IP address: 131.118.85.2
-  Document emailed to Sudhir Singh (ssingh@frostburg.edu) for signature  
2021-02-19 - 4:17:43 PM GMT
-  Email viewed by Sudhir Singh (ssingh@frostburg.edu)  
2021-02-19 - 4:21:50 PM GMT- IP address: 107.77.203.153
-  Document e-signed by Sudhir Singh (ssingh@frostburg.edu)  
Signature Date: 2021-02-19 - 5:06:51 PM GMT - Time Source: server- IP address: 131.118.85.10
-  Document emailed to Michael Mathias (mbmathias@frostburg.edu) for signature  
2021-02-19 - 5:06:53 PM GMT
-  Email viewed by Michael Mathias (mbmathias@frostburg.edu)  
2021-02-19 - 5:11:42 PM GMT- IP address: 104.47.36.254
-  Document e-signed by Michael Mathias (mbmathias@frostburg.edu)  
Signature Date: 2021-02-19 - 5:13:32 PM GMT - Time Source: server- IP address: 131.118.85.2
-  Document emailed to Ronald Nowaczyk (rhnwaczyk@frostburg.edu) for signature  
2021-02-19 - 5:13:35 PM GMT
-  Email viewed by Ronald Nowaczyk (rhnwaczyk@frostburg.edu)  
2021-02-24 - 2:51:25 PM GMT- IP address: 104.47.38.254
-  Document e-signed by Ronald Nowaczyk (rhnwaczyk@frostburg.edu)  
Signature Date: 2021-02-24 - 2:54:05 PM GMT - Time Source: server- IP address: 131.118.85.2
-  Agreement completed.  
2021-02-24 - 2:54:05 PM GMT