

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.

AA. in Business Administration and B.S. in Business Administration

Articulation Agreement
Page 1 of 5

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

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between Garrett College (the “Sending Institution”) and Frostburg State University (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from Associate of Arts in Business Administration [HEGIS #497001, and CIP code #520201 at Garrett College] 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 towards 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
ACC 210	Financial Accounting	3	ACCT 211	Financial Accounting	3	Business BS/BA
ACC 213	Managerial Accounting	3	ACCT 212	Managerial Accounting	3	Business BS/BA
BUS 101	Intro to Business	3	BUAD 100	Intro to Business	3	elective
BUS 170	Management of Organizations	3	MGMT 251	Management of Organizations	3	Business BS/BA

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.

AA. in Business Administration and B.S. in Business Administration

Articulation Agreement
Page 2 of 5

BUS 201	Principles of Marketing	3	MKTG 361	Principles of Marketing	3	Business BS/BA
BUS 203	Legal Environment of Business	3	BLAW 291	Legal Environment of Business	3	Business BS/BA
ECN 201	Principles of Economics (Macro)	3	ECON 201	Principles of Economics (Macro)	3	Business BS/BA
ECN 202	Principles of Economics (Micro)	3	ECON 202	Principles of Economics (Micro)	3	Business BS/BA
BUS 102	Introduction to Sports Management	3	MGMT 195	Business Elective	3	elective
BUS 150	Personal and consumer Finance	3	FINA 301	Introduction to Personal Financial Planning	3	elective
BUS 160	Introduction to small Business	3	MGMT 195	Business Elective	3	elective
BUS 214	Business Ethics	3	MGMT 405	Business Ethics and Social Responsibility	3	Business BS/BA
BUS 230	Human Resource Management	3	MGMT 357	Human Resource Management	3	elective
BUS 287	Entrepreneurial Thinking	3	MGMT 315	New Business Ventures	3	elective
BUS 289	Entrepreneurship	3	MGMT 425	Entrepreneurial Business Plan	3	elective
BUS 294	Field Experience in Business	varies	MGMT 494	Internship	varies	elective

*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.

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.

AA. in Business Administration and B.S. in Business Administration

Articulation Agreement
Page 3 of 5

	Sending Institution	Receiving Institution
Name of staff person responsible for oversight	Ashley Ruby	Tiffany Pirolozzi
Title of staff person	Director of Advising & Academic Success	Assistant Director Admissions
Email address	Ashley.ruby@garrettcollege.edu	tmpirolozzi@frostburg.edu
Telephone Number	301-387-3733	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	Pramod Kapoor	Patricia Gregory
Title of person	Professor of Business	Director Admissions
Email address	Pramod.kapoor@garrettcollege.edu	TGregory@frostburg.edu
Telephone Number	301-387-3018	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.

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.

AA. in Business Administration and B.S. in Business Administration

Articulation Agreement
Page 4 of 5

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.
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

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.

AA. in Business Administration and B.S. in Business Administration

Articulation Agreement
Page 5 of 5

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.

[Frostburg State University]

[Garrett College]

By: Ronald H. Nowaczyk
Ronald H. Nowaczyk, PhD
President or Chief Academic Officer

By: Rich Midcap
Rich Midcap, Ed.D.
President or Chief Academic Officer

5/9/19
Date

4/29/19
Date

By: Elizabeth A. Throop
Elizabeth A. Throop, PhD
Provost and Vice President for Academic Affairs

By: Qing Yuan
Qing Yuan, Ed.D.
Dean of Academic Affairs/CAO

5/10/19
Date

4/30/19
Date

By: Sudhir Singh
Sudhir Singh, PhD
Dean, College of Business

5/13/2019
Date