

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.

Business Administration

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**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN
COLLEGE OF SOUTHERN MARYLAND AND THE UNIVERSITY OF BALTIMORE
REGARDING TRANSFER FROM A.A.S. IN HOSPITALITY MANAGMENT TO B.S. IN
BUSINESS ADMINISTRATION**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between College of Southern Maryland (the “Sending Institution”) and the University of Baltimore (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from the Hospitality Management, AAS Degree for the completion of the Bachelors of Science in Business Administration, All Specializations and/or Completer Programs (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, or have been, 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 Sending 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:

Sending Institution Course			Receiving Institution Comparable Course			
Course Number	Course Name	Credits	Course Number	Course Name	Credits	Applied to
ECN-1015	Introduction to Business in a Market Economy (B)	3		Elective	3	Electives
BAD-2700	Human Resource Management	3	MGMT315*	Human Resource Management	3	Major
HPM-1015	Introduction to Hospitality Management	3		Elective	3	

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HPM-1310	Managing Service in Hospitality Operations	3		Elective	3	
HPM-1110	Managing Front Office Operations	3		Elective	3	
HPM-1210	Managing Service in Food and Beverage Operations	3		Elective	3	
HPM-2310	Management Information Systems for the Hospitality Industry	3		Elective	3	
HPM-1120	Managing Housekeeping and Facilities	3		Elective	3	
HPM-2110	Supervision in the Hospitality Industry	3		Elective	3	
HPM-2210	Marketing in the Hospitality Industry	3	MKTG301*	Marketing Management	3	Major
HPM-2910	Cooperative Education: Hospitality	3		Elective	3	
ACC-2010	Principles of Accounting I	3	ACCT201*	Introduction to Financial Accounting	3	Major
ACC-2020	Principles of Accounting II	3	ACCT202*	Introduction to Managerial Accounting	3	Major
COM-1250	Introduction to Interpersonal Communication (H)	3	CMAT201*	Oral Communications	3	GenEd, Major
COM-1350	Intercultural Communication (H, C)	3	CMAT	Elective	3	GenEd
ENG-2050	Business and Technical Writing	3	ENGL	Elective	3	
ENG-1010	Composition and Rhetoric	3	WRIT101	College Composition	3	Gen Ed
MTH-1015 or 1120	COURSE SUBSTITUTION – College Algebra or Statistics	3	MATH110* or MATH115*	College Algebra or Statistics	3	GenEd, Major
Social/Behavioral sciences (3 credits)	ECN-2025 - Principles of Macroeconomics (B) RECOMMENDED	3	ECON 200*	The Economic Way of Thinking	3	GenEd, Major

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ENV-1300	Environmental Science (S)	3	Science	Elective	3	GenEd
Total:		60		Total:	60	

*a grade of C or better is required to earn credit for the major.

3. Additional Academic and Admission Requirements:

- Students must complete their final thirty (30) credits with the University of Baltimore.
- All courses designated as applying to the Major must have a grade of “C” or better.
- Students must complete 120 credits to earn the B.S. in Business Administration.
- Students who complete this program have the option to enroll in any of the Business Administration Specializations, with exception:
 - Students must have a 2.5 cumulative GPA to enroll in the Accounting Specialization
 - A 2.25 to cumulative GPA is required to enroll in the Finance Specialization.
 - For the Online Accounting and General Business Completer Programs, an Associate degree or 60 credits in Business, including UB Lower Level General Education equivalencies, is required.
- Students who complete this program will be eligible, if qualified, for the Early Entry Law program.
- Students must meet the academic requirements and policies as published in the catalog for the year they first enroll at UB; and for subsequent catalog years should they discontinue their studies at UB.

4. 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	Jacqui Rogers	Seth Marc Kamen
Title of staff person	Coordinator of Transfer and Articulation	Assistant Vice President
Email address	jgrogers@csm.edu	skamen@ubalt.edu
Telephone Number	301.934.7588	410.837.4777

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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.

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.
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.
3. Both Institutions agree to meet once every 2 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.

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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.

Dr. Eileen Abel
Vice President of Academic Affairs
College of Southern Maryland

DocuSigned by:
Dr. Eileen Abel
E55B11884CBD43E...

Darlene Brannigan Smith, Ph.D
Executive Vice President and Provost
University of Baltimore

DocuSigned by:
Darlene Smith, Ph.D.
CB33916B2BCE4B5...

6/9/2020
Date

6/9/2020
Date