

**ARTICULATION AGREEMENT
BETWEEN
UNIVERSITY OF MARYLAND EASTERN SHORE
AND NORTHERN VIRGINIA COMMUNITY COLLEGE (NOVA)**

**Bachelor of Science Degree in Hotel and Restaurant
Management Program**

1. PURPOSE:

This Articulation Agreement is the result of discussions and meetings between the University of Maryland Eastern Shore (UMES) and Northern Virginia Community College (NOVA).

The purpose of this Memorandum is:

- to clarify and outline the responsibilities of each institution,
- to develop an academically sound joint agreement, and
- to create a collaborative agreement which will lead to an efficient use of each institution's resources.

2. GOALS:

To offer the students at NOVA the opportunity to pursue the third and fourth years of the Bachelor of Science Degree in Hotel and Restaurant Management from the University of Maryland Eastern Shore at the Universities at Shady Grove (USG). The parties to this collaboration will offer the appropriate combination of courses to ensure that a student can complete the requirements for the HRM degree from UMES within a specified period of time.

3. LOCATION:

This program will be based at the Universities at Shady Grove and will be coordinated by the Department of Hotel and Restaurant Management at UMES.

4. COLLABORATIVE COURSES/PROGRAMS:

Through a combination of course offerings, NOVA students will be able to take courses to meet the requirements for the Bachelor of Science Degree in Hotel and Restaurant Management. Each institution will be responsible for and in compliance with its specific components of the following course offerings as agreed between them:

NOVA: All courses required in the A.A.S. degree in Hospitality Management Transfer Concentration devised for this agreement.

UMES: All courses required to complete the Bachelor of Science degree in Hotel and Restaurant Management (HRM). Any additional courses already offered at NOVA, which are part of the UMES degree, will be evaluated and, if appropriate, will be accepted as courses towards the UMES bachelor's degree. The UMES registrar will be responsible for evaluating NOVA lower division courses for transfer to the UMES HRM program. The UMES Office of the Registrar is the repository for academic records and as such has the final responsibility for academic compliance for COMAR. All external academic records audits are visited upon this Office and any discrepancy or infraction for non-compliance is brought to bear upon the UMES Office of the Registrar and UMES. Therefore, the UMES Office of the Registrar is the final authority for transfer analysis and credit acceptance. Copies of the Plan of Study containing course requirements are attached as Exhibit One.

5. MARKETING:

UMES will take the initiative in major marketing efforts such as advertising, direct mailings, and industry networking. The Universities at Shady Grove and NOVA agree to take a supportive role in all marketing efforts such as providing students with information on the HRM program, allowing UMES staff access to students' organizations and other student functions.

6. STUDENTS SERVED:

The program is designed to serve two markets: 1) Existing NOVA students, and other students who have completed their A.A.S. degree in Hospitality Management and want to obtain a Bachelor of Science Degree in Hotel and Restaurant Management and 2) Students enrolled at NOVA who would like to take selective courses in HRM. UMES will agree to provide academic advising services for UMES/NOVA students participating in the program. NOVA and USG will provide office space for these sessions and assist UMES with general education counseling, if needed.

7. ADMISSION AND REGISTRATION:

In order to participate in this program, students must apply and be admitted to UMES. Students are subject to all applicable UMES admission, registration, and graduation requirements. UMES retains sole authority and discretion in determining whether a student is admitted to the program and whether a student has completed the requirements for graduation and a degree from UMES. Only students registered as UMES students will be allowed to take UMES courses. Students may be co-enrolled at UMES and NOVA while finishing up the remaining transfer courses.

Co-enrollment and registration will be conducted in accordance with the policies established by the University or Community College in which the student is

enrolled. UMES will conduct in-person registration assistance periodically and at mutually agreed times. Both institutions, UMES/NOVA, agree that any and all personalized student information arising out of or relating to this Articulation Agreement is confidential and subject to disclosure only as provided by FERPA. Each party warrants that it is in compliance with all applicable federal, state and local laws and to provide cooperation to the other party for audit and accreditation purposes. Specific rules, policies, and procedures apply to students for purposes of grade appeals and/or academic misconduct based on the institution in which the student is enrolled.

8. TUITION AND FEES:

Students involved in this collaboration will be responsible for tuition and fees in accordance with the policies established by the institution in which they are enrolled. A co-enrolled student will register at each institution, NOVA and UMES, and be subject to each institution's applicable admissions, registration, tuition and fees.

UMES is reviewing an appropriate mechanism to provide a special tuition rate for NOVA students enrolling in the Hotel and Restaurant Management program of UMES.

9. COURSE OWNERSHIP:

Ownership of courses, content and instructor selection belongs to the institution providing the course. The institution owning the course will notify the other institution of substantive changes in course content.

10. STUDENT SUPPORT SERVICES:

USG and NOVA will provide UMES students participating in the HRM program access to student support services. These services shall include, but are not limited to, access to the library, bookstore services, and access to general facilities such as cafeteria and student lounges during normal operating hours. Additional services, such as parking and access to special events, will follow the guidelines and policies established by USG and NOVA..

11. FACILITIES:

NOVA is advised that USG provides UMES with appropriate on-campus space offerings. Accordingly, UMES pays USG the cost of these facilities' utilization for instructional purposes, consistent with charges to other similar institutions, including charges required for maintenance, security and cleaning of the facilities.

12. COURSE ARTICULATION:

The articulation/transfer agreement between NOVA and UMES provides the basis for transfer of courses from NOVA to UMES, especially with respect to General Education courses. However, a customized agreement outlining separate plans of study which govern transfer of courses from NOVA into the HRM major has been negotiated, in good faith by appropriate parties and is presented with this agreement as the Plan of Study.

The agreement will be designed to allow as many credits as possible from the A.A.S. degree (not to exceed 70 credits) to be transferred into the UMES degree.

13. UNIVERSITY SYSTEM OF MARYLAND COURSES:

Students who enroll in the UMES program on the Shady Grove Campus will not have access to the full range of UMES courses that they would have if they attended the Princess Anne Campus. In order to facilitate students' completion of the B.S. degree, selected general education and business courses will be offered through other USM institutions.

14. FINANCIAL AID:

UMES students taking a combination of courses at NOVA and UMES that equal a full load, 12 credits, will be considered by UMES as full-time students for financial aid purposes. UMES students seeking financial aid and taking courses at NOVA on a full or part-time basis will need to complete a financial aid consortium agreement which will enable students, if eligible, to receive financial aid for courses during their joint enrollment period.

15. Responsibility for Academic Records

The UMES Office of the Registrar is the repository for academic records and as such has the final responsibility for academic compliance for COMAR. All external academic record audits are visited upon this Office and any discrepancy or infraction for non-compliance is bought to bear upon the UMES Office of the Registrar and UMES. Therefore, the UMES Office of the Registrar is the final authority for transfer analysis and credit acceptance.

16. DESIGNATED REPRESENTATIVES:

The following are the designated representatives for each institution for purposes of implementing this agreement and for any notices required to be given under this agreement.

For the University of Maryland Eastern Shore:
Ernest P. Boger, D.Mgt.,
Chair
Department of Hotel and Restaurant Management
Phone: (410) 651-6567.

For Northern Virginia Community College:

Janet Sass
Assistant Dean
Hospitality and Nutrition
Phone: (703) 323-3458.

Dr. Sharon Robertson
Associate VP for Academic Services
srobertson@nvcc.edu
(703) 323-3087

16. MODIFICATION/TERMINATION:

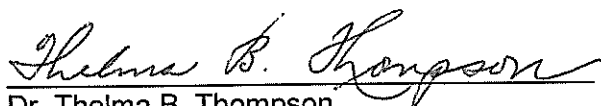
Modification of this agreement must be made between the institutions in writing and signed by both parties. Either party may terminate this agreement upon 30 days written notice to the President of the other institution. However, each party agrees to immediate termination of this MOU in the event of lack of appropriations or lack of funding. In the event of termination, each party agrees, to the extent reasonably and financially practical, to continue the program until each admitted student has: a) the opportunity to complete the desired degree, b) had the opportunity to complete the degree with substituted courses of a similar course content, or c) chosen to complete an equivalent degree at another institution. Parties agree to maintain an open and cooperative dialogue to explore new, innovative, and mutually beneficial programs and services.

The initial term of this agreement will begin during the 2009-2010 academic year. Both UMES and NOVA also agree to re-examine this agreement on an annual basis to determine if it continues to be mutually beneficial. The parties acknowledge and affirm that they do not intend this MOU and any subsequent agreement negotiated by and between the parties for the benefit of any third parties, including but not limited to students, faculty, and staff of the respective parties. This constitutes the entire agreement of the parties.

Articulation Agreement

We, the undersigned, agree to the articulation of courses and requirements for the Bachelor of Science degree in Hotel and Restaurant Management offered by the University of Maryland Eastern Shore, as indicated on the attached.

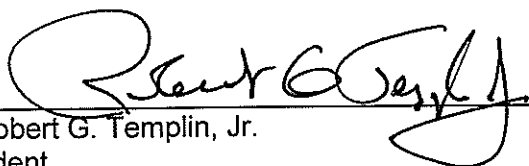
This agreement represents our understanding that students who adhere to the requirements will have the ability to transfer from the Associate of Applied Science Hospitality Management degree offered at Northern Virginia Community College to the Bachelor of Science degree in Hotel and Restaurant Management offered by the University of Maryland Eastern Shore at the Universities at Shady Grove.



Dr. Thelma B. Thompson
President
University of Maryland Eastern Shore

3-30-10

Date



Dr. Robert G. Templin, Jr.
President
Northern Virginia Community College

3-17-10

Date



Dr. Theresa Hollander
Associate Vice Chancellor
University System of Maryland

4/23/10

Date

NVCC to UMES		Spring 09
		Last updated 4/8/09

General Education: 41 credits	Req Cr	AAS Tran Cr	Additional Transfer Required	UMES Cr	NVCC Transfer course	Comments
Area - I (Arts & Hum) - 9 credits						
Arts or Hum.	3.0		3.0		Humanities/Fine Arts Elective	
Arts or Hum.	3.0	3.0			Humanities/Fine Arts Elective	
Eng-203-Speech	3.0	3.0			CST 110 Intro to Speech Comm.	
Area II (Soc. & Beha. Sci.) 6 credits						
Econ 201 or 202	3.0	3.0			Social Science Elective: Economics	Only Economics will be accepted by UMES
Behav. Sci.	3.0	3.0			Behavioral Elective	PSY 201 & PSY 202 if Psychology
Area III (Bio. & Phy. Sci) - 7 credits						
Science - Non - Lab	3.0		3.0		DIT 121 Nutrition I	
Science - Lab	4.0		4.0		Science w/Lab: CHM, BIOL	
Area IV (Math) - 3 credits						
Math - 102 Appl of College Math or higher	3.0	3.0			MTH 151 Math for the Liberal Arts	
Area V (Eng. Com.) - 9 credits						
Eng - 101 Basic Comp - I	3.0	3.0			ENG 111 College Composition I	
Eng - 102 Basic Comp II	3.0		3.0		ENG 112 College Composition II	
EPE EXAM	0.0			0.0		
Eng - 310 Adv. Comp or 305 Tech. Wr.	3.0			3.0		
Area - VI (Emerg.Issues) - 7 credits						
GSN100 First Year Experience	1.0	1.0			SDV 100 College Success Skills	
EDHE111 Personal Health Fitness	3.0	3.0			HLT 110 Concepts of Personal & Community Health	3 credit course required by UMES
TMGT 306 Eco & Cultural Tourism	3.0			3.0		
General Education Credits	41.0					

Major Core Req. - 62 credits		RqC					
HMGT110 Hosp Experience		0.0				0.0	
HMGT 120 Hosp Experience		0.0				0.0	
HMGT 130 Hosp Experience		0.0				0.0	
FMGT101 Applied Foodservice Sanitation		2.0	2.0				HRI 158 Sanitation & Safety
FMGT 110 Rest & Table Serv.		2.0	2.0				HRI 256 Prin & Appl. Of Catering
FMGT 211 Food Prod. - I		3.0	3.0				HRI 120 Princ of Food Prep.
FMGT212 Food Prod - II		3.0	3.0				HRI 138 Commercial FD Prod Mgt.
FMGT301 Food & Beverage Cost Acctg		3.0	3.0				HRI 251 Fd & Bev Cost Control I
FMGT 350 Comm. Food Prod		3.0				3.0	
FMGT 371 & 372 Hosp. Purchasing & Lab		3.0				3.0	
HMGT101 Analysis of the Hosp. Industry		3.0	3.0				HRI 101 Hotel Rest. Org & Mgt. I
HMGT220 Tech Mgt. In the Hodp. Ind		4.0				4.0	
HMGT300A Professional Development		0.5				0.5	
HMGT300B Professional Development		0.5				0.5	
HMGT301 Mgmt Systems in the Hosp. Ind		3.0				3.0	
HMGT303 Hosp. Facilities Oper & Mainten		3.0				3.0	
HMGT304 Hosp. Facilities Design Project		3.0				3.0	
HMGT340 Hosp. Industry Accounting		3.0				3.0	
HMGT350 Marketing Hosp. & Leisure Serv		3.0				3.0	
HMGT 401 Law and the Hosp. Ind.		3.0				3.0	
HMGT402 Hotel Mgt. & Operations		3.0				3.0	
HMGT440 Financial Analysis for Hosp. Ind		3.0				3.0	
HMGT490 Hosp. Research I		3.0				3.0	
HMGT 491 Hosp. Research II		3.0				3.0	
HMGT 497 Professional Development		1.0				1.0	
HMGT 498 Professional Development		1.0				1.0	

Supportive Required - 6 credits		RqC				
BUAD 132 Intro. To Bus		3.0		3.0		BUS 100 Introduction to Business
HMGT 305 Entrep or 300 Mgt. Course		3.0			3.0	
Major Electives - 14 credits		RqC				
HRM Elective		3.0	3.0			HRI 102 Hotel Rest Org & Mgt II
HRM Elective		3.0	3.0			HRI 245 Labor cost Control
HRM Elective		3.0	3.0			HRI 255 HR Mgt. & Training for Hosp.
HRM Elective		3.0	3.0			HRI 275 Hospitality Law
HRM Elective		2.0	2.0			2 of the 10 HRI Electives
Total UMES Credits		120.0	52.0	16.0	52.0	

Notes: not currently in totals ACC 211 Principles of Accounting (3) HRI Electives (8)