

*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.*

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**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN  
College of Southern Maryland  
AND**

**Frostburg State University REGARDING TRANSFER FROM Associate of Science in Business Administration, Associate of Science in Business Administration: Technical Management, Associate of Applied Science in Accounting, Associate of Applied Science in Business Management, and Associate of Applied Science in Hospitality Management TO Bachelor of Science in Accounting, Bachelor of Science in Business Administration, and Bachelor of Science in Economics**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between College of Southern Maryland (the “Sending Institution”) and Frostburg State University (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from Business Administration: Technical Management, Associate of Applied Science in Accounting, Associate of Applied Science in Business Management, or Associate of Applied Science in Hospitality Management for the completion of Bachelor of Science in Accounting, Bachelor of Science in Business Administration, or Bachelor of Science in Economics (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
4. Possesses at 2.0 cumulative grade point average.

**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:

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Sending Institution Course			Receiving Institution Comparable Course			
Course Number	Course Name	Cr	Course Number	Course Name	Cr	Applied to*
ACC-2010	Principles of Accounting I	3	ACCT-211	Financial Accounting	3	Major Requirement
ACC-2015	Automated Account Systems	3	ACCT-305 <sup>1</sup>	Accounting Systems	3	Major Requirement
ACC-2020	Principles of Accounting II	3	ACC-212	Managerial Accounting	3	Major Requirement
ACC-2100	Intermediate Accounting I	3	ACCT-311 <sup>2</sup>	Intermediate Accounting I	3	Major Requirement
ACC-2681	Business Finance	3	FINA 303		3	B.S. Elective
BAD-1210	Principles of Management	3	MGMT-251	Management of Organizations	3	Major Requirement
BAD-1300	Business Mathematics	3	Lower Level Elective or MATH-118 <sup>3</sup>	Applied Mathematics for Business	3	Major Requirement
BAD-1335	Applied Business Communications	3	Lower Level Elective MGMT 195 <sup>4</sup>		3	B.S. Elective
BAD-1520	Starting and Operating a Small Business	3	MGMT-315	New Business Ventures	3	Major Requirement
BAD-1550	Fundamentals of International Business	3	INTR 330 <sup>5</sup>		3	B.S. Required Elective
BAD-1680	Customer Relations	3	MKTG 365 <sup>5</sup>		3	B.S. Required Elective
BAD-2070	Business Law I	3	BLAW-291	Legal Environment of Business	3	Major Requirement
BAD-2080	Business Law II	3	Lower Level Elective BLAW 195		3	B.S. Elective
BAD-2130	Social Entrepreneurship	3	Lower Level Elective MGMT 195		3	B.S. Elective
BAD-2140	Introduction to Business Strategy	3	Lower Level Elective MGMT 195		3	B.S. Elective
BAD-2200	Technology Transfer Entrepreneurship	3	MGMT 494 or MGMT 195 <sup>6</sup>		3	B.S. Elective

<sup>1</sup> Upon review by the Accounting Department

<sup>2</sup> Will be accepted for transfer credit, if the student passes a departmental exam and earns a 70% minimum score

<sup>3</sup> Upon review by either the MATH Dept or Business Department Chair. Blanket acceptance possible.

<sup>4</sup> FSU generic electives without course equivalency may be transferred as 195 or 395 courses depending on level. In some cases they may be substitutable for a required course in the major on a case by case basis working with the Department Chair.

<sup>5</sup> Upon review by the Department Chair for equivalency or transferred as INTR 195 elective.

<sup>6</sup> Based on review by Department Chair for internship credit or as a general elective.

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BAD-2610	Principles of Marketing	3	MKTG- 261	Principles of Marketing	3	Major Requirement
BAD-2700	Human Resource Management	3	MGMT-357	Human Resource Management	3	Major Requirement
BAD-2710	Human Relations and Leadership	3	MGMT-356	Leadership & Human Behavior	3	Major Requirement
BAD 2910	Cooperative Education I: Business	3	MGMT 494 <sup>7</sup>	Internship	3	Major Requirement
BAD 2920	Cooperative Education II: Business	3	MGMT 494 <sup>7</sup>	Internship	3	Major Requirement
COM-1010	Basic Principles of Speech Communication	3	CMST-102 <sup>8</sup>	Introduction to Public Speaking	3	General Education Colloquia
COM-1250	Introduction to Interpersonal Communication	3	CMST-300 <sup>1</sup>	Interpersonal Communication	3	General Education Colloquia
COM-1350	Intercultural Communication	3	CMST-350 <sup>1</sup>	Intercultural Communication	3	General Education Colloquia
COM-1650	Introduction to Public Speaking	3	CMST-122	Introduction to Public Speaking	3	Major Requirement
ECN-1015	Introduction to Business in a Market Economy	3	ECON 195 or BUAD 100		3	B.S. Elective
ECN-2020	Principles of Microeconomics	3	ECON-202	Principles of Economics (Micro)	3	General Education & Major Requirement
ECN-2025	Principles of Macroeconomics	3	ECON-201	Principles of Economics (Macro)	3	General Education & Major Requirement
ENG-1010	Composition and Rhetoric	3	ENGL-101	Freshman Composition	3	General Education
ENG-1020	Composition and Literature	3	ENGL-150	Introduction to Literature	3	General Education
ENG-2050	Business and Technical Writing	3	Lower Level Elective		3	Elective
EVN-1300	Environmental Science	3	Lower Level Elective	May include lab 1 cr ENV1300L	3-4	General Education
FYS—1010	First Year Seminar	3	Lower Level Elective		3	B.S. Required Elective
HPM-1015	Introduction to Hospitality Management	3	HMG-101	Analysis of the Hospitality Industry	3	Major Requirement

<sup>7</sup> Upon review by Department Chair for internship credit or general elective MGMT 195.

<sup>8</sup> Substitutions for the Business Administration major for the required CMST are made by Department Chair during transfer although blanket substitutions can be on a separate form on file with Admissions and the Registrar.

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HPM-1110	Managing Front Office Operations	3	HMGT 195 <sup>9</sup>		3	B.S. Elective
HPM-1120	Managing Housekeeping and Facilities	3	HMGT 195 <sup>9</sup>		3	B.S. Elective
HPM-1210	Managing Service in Food and Beverage Operations	3	HMGT 195 <sup>9</sup>		3	B.S. Elective
HPM-1310	Managing Service in Hospitality Management	3	HMGT 195 <sup>9</sup>		3	B.S. Elective
HPM-2110	Supervision in the Hospitality Industry	3	MGMT 357 only if student is in the HMGT concentration		3	B.S. Required Elective
HPM-2210	Marketing in the Hospitality Industry	3	HMGT-350	Marketing Hospitality and Leisure Services	3	Major Requirement
HPM-2310	Management Information Systems for the Hospitality Industry	3	HMGT 195		3	B.S. Elective
HPM-2910	Cooperative Education: Hospitality	3	MGMT 494 <sup>7</sup>	Independent Study in Management	3	B.S. Required Elective
ITS-1010	Computing and Information Technology	3	COSC 100 <sup>10</sup>		3	Tech Fluency
ITS-1040	Systems Analysis and Design	3	COSC 300 <sup>10</sup>		3	Elective
ITS-2300	Introduction to Project Management	3	Lower Level Elective		3	Elective
MTH-1010	Quantitative Literacy and Reasoning	3	MATH 104		3	General Education
MTH-1015	Introduction to Statistics	3	MATH-109	Elements of Applied Probability and Statistics	3	General Education & Major Requirement
MTH-1200	Calculus I and Analytic Geometry	4	MATH-236	Calculus I	4	General Education
MTH-1560	Elementary Calculus	3	MATH-220	Calculus for Application I	3	General Education
PHL-1150	Cyber Ethics	3	PHIL-301	Ethics	3	General Education
PHL-1430	Business Ethics	3	MGMT-405	Business Ethics and Social Responsibility	3	General Education & Major Requirement
SCE-1010	Scientific Method and the Modern World	3	IDIS 160		3	General Education
SOC-1010	Introduction to Sociology	3	SOCI-100	Introduction to Sociology	3	General Education

<sup>9</sup> one of 1110, 1120, 1210, or 1310 may substitute for MGMT 355 only if the student is in the HMGT concentration

<sup>10</sup> Course substitution available by Department Chair.

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

3. Students participating through this articulation agreement will have the MGMT-110 requirement waived.
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	Bernice Brezina	Tiffany Pirolozzi
Title of staff person	Chair/Professor	Associate Director Admissions
Email address	<a href="mailto:bdbrezina@csmd.edu">bdbrezina@csmd.edu</a>	<a href="mailto:tmpirolozzi@frostburg.edu">tmpirolozzi@frostburg.edu</a>
Telephone Number	301.934.7556	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:

	Sending Institution	Receiving Institution
Name of person	Jacqui Rogers	Thomas D. Sigerstad
Title of person	Coordinator of Transfer and Articulation	Associate Dean, College of Business
Email address	<a href="mailto:jgrogers@csmd.edu">jgrogers@csmd.edu</a>	<a href="mailto:TSigerstad@frostburg.edu">TSigerstad@frostburg.edu</a>
Telephone Number	301.934.7571	301.687.4419

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).

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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 3 years 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.

**[Frostburg State University]**

**[College of Southern Maryland]**

By: Ronald Nowaczyk  
 Ronald H. Nowaczyk, PhD  
 President or Chief Academic Officer  
 May 11, 2020  
 \_\_\_\_\_  
 Date

DocuSigned by:  
Dr. Maureen Murphy  
 Maureen Murphy, PhD  
 President or Chief Academic Officer  
 4/27/2020  
 \_\_\_\_\_  
 Date

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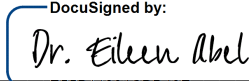
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By: 

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

May 7, 2020

Date

By: 

Eileen D. Abel, PhD  
Vice President of Academic Affairs

4/27/2020

Date

By:   
Sudhir Singh (Apr 29, 2020)

Sudhir Singh, PhD  
Dean, College of Business

April 29, 2020

Date