

**ACADEMIC PROGRAM MEMORANDUM OF AGREEMENT
BETWEEN
HAGERSTOWN COMMUNITY COLLEGE
AND
UNIVERSITY OF MARYLAND EASTERN SHORE
REGARDING TRANSFER OF
GENERAL EDUCATION AND INTRODUCTORY BUSINESS CREDITS
TO
BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM MANAGEMENT
PROGRAM
AT
UNIVERSITY SYSTEM OF MARYLAND - HAGERSTOWN**

This Memorandum of Agreement (MOA) is entered into by and between Hagerstown Community College (the “Sending Institution”), also referred to as “HCC,” and the University of Maryland Eastern Shore (the “Receiving Institution”), also referred to as “UMES,” (collectively, the “Institutions”) to facilitate the transfer of general education and introductory business academic credits from HCC to UMES in order to support the completion of the Hospitality and Tourism Management Bachelor of Science Degree at the University System of Maryland (USMD) – Hagerstown Campus:

Institution	HEGIS Program Title	Award Type	Statewide CIP
University of Maryland Eastern Shore	050800 - Hospitality and Tourism Management	Bachelor’s Degree	520904

A. Qualifying Students

This agreement pertains to “Qualifying Students”, *i.e.*, those students who:

1. Are currently *accepted* to the University of Maryland Eastern Shore’s Hospitality and Tourism Management degree program at the USMD Hagerstown Campus and are seeking to complete their general education and introductory business requirement at HCC.
2. Are currently University of Maryland Eastern Shore Hospitality and Tourism Management degree-seeking students at the USMD Hagerstown Campus wishing to complete their general education and introductory business requirement at HCC.

B. Responsibilities of the Institutions

The Institutions agree to implement the transfer of credits for Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer all general education courses and the introductory business course listed below from Hagerstown Community College to the University of

Maryland Eastern Shore for the completion of the Bachelor of Science in Hotel and Tourism Management at UMES:

General Education/Major Requirement Courses for Hospitality and Tourism Management at University of Maryland Eastern Shore that can be taken at Hagerstown Community College			
Course Options	HCC Course # (UMES Course #)	Course Name at HCC	Credits
Select 1	ART 101 (ARTS 101) or MUS101 (MUSI 101)	Introduction to Visual Arts or Music Appreciation	3
Select 1	HIS 101 (HIST 101) or SPN 101 (SPAN 101)	World History to 1500 or Elementary Spanish I	3
Select	ECON 201 (ECON 201)	Macroeconomic Principles	3
Select 1	SOC 101 (SOCI 101) or SOC 102 (SOCI 102)	Introduction to Sociology or Sociology of Social Problems	3
Select	PSY 101 (PSYC 100)	General Psychology	3
Select	ENV 201 (ENVS 101)	Fundamentals of Environment Science I	3
Select 1	PHS 104 w/ 104L (PHYS 101/103) or BIO 113 w/ 113L (BIOL 101/103) or CHM 103 w/ 103L (CHEM 101/103)	General Physical Science & Lab or Principles of Biology I & Lab or General Chemistry I & Lab	4
Select 1	MAT 107 (MATH 102) or MAT 114 (MATH 109)	Fundamental Concepts of Mathematics I or Introduction to Applied Algebra	3
Select	ENG 101 (ENGL 101)	English Composition	3
Select	ENG 102 (ENGL 102)	Advanced English Composition	3
Select 1	ENG 112 (ENGL 305) or ENG 209 (ENGL 310)	Technical Writing or Creative Writing	3
Select	COM 103 (ENGL 203)	Public Speaking	3
Select	EXS 230 (EXSC 111)	Foundations of Exercise and Movement	3
Select	STU 106 (HMGT 102)	Professionalism in the Workplace	1
TOTAL GENERAL EDUCATION CREDITS			41
For Major Requirement Select	BUS 101 (in lieu of UMES BUAD 132)	Introduction of Business Organization and Management	3
TOTAL CREDITS FROM HAGERSTOWN COMMUNITY COLLEGE			44

- The student must first apply to Hagerstown Community College as a non-degree seeking student (<https://www.hagerstowncc.edu/admissions>) and then register for the courses outlined above. UMES shall keep HCC apprised each semester (by week two) of students who are a part of this agreement.
- Once the student completes their required general education courses, HCC will send a paper transcript, free of charge, to UMES at the request of UMES, provided the student has authorized UMES to do so.

4. UMES shall designate, and shall provide to HCC, the contact information for a staff person at UMES who is responsible for the oversight of the transfer of Qualifying Students. HCC shall designate, and shall provide to UMES, the contact information for a staff person at the HCC who is responsible for the oversight of the transfer of Qualifying Students.

	Hagerstown Community College	University of Maryland Eastern Shore
Name of staff person responsible for oversight	Dawn Schoenenberger	Dr. Willie L. Brown, Jr.
Title of staff person	Interim Vice President of Academic Affairs and Student Services	Vice Provost for Faculty Affairs
Email address	dmschoenenberger@hagerstowncc.edu	wlbrown@umes.edu
Telephone Number	240-500-2559	410-651-6038

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:

Direct Points of Contact for Articulation Agreement	Hagerstown Community College	University of Maryland Eastern Shore
Name of person	Dr. Laura Renninger	Dr. Etahe Johnson
Title of person	Dean of Instruction	Academic Support Associate
Email address	larenninger@hagerstowncc.edu	ejohnson2@umes.edu
Telephone Number	240-500-2437	(410) 651-6131

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 of financial aid opportunities and implications associated with the transfer of these aforementioned course credits.

8. HCC will receive the FTE for all UMES students taking general education courses and the required introductory business course in support of the UMES Bachelor of Science Degree in Hospitality and Tourism Management.
9. Should either Institution make changes to program requirements, the institution will inform the partner institution immediately. The memorandum of 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 30 days written notice to the other Institution and the Maryland Higher Education Commission.
3. Both Institutions agree to meet once every 5 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 a 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

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 actions 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.

University of Maryland Eastern Shore

Hagerstown Community College

By: Heidi M. Anderson
Dr. Heidi M. Anderson, President

By: [Signature]
Dr. James S. Klauber, President

10 / 02 / 2023
Date

10 / 5 / 23
Date

[Signature] WLBT

MAT LBLO