ARTICULATION AGREEMENT
BETWEEN
STEPHEN F. AUSTIN STATE UNIVERSITY
and
AUSTIN COMMUNITY COLLEGE DISTRICT

Bachelor of Science in Hospitality Administration

This Articulation Agreement is made and entered by and between STEPHEN F. AUSTIN STATE UNIVERSITY, an entity of the State of Texas, and the AUSTIN COMMUNITY COLLEGE DISTRICT, a local government entity.

I. Purpose of Agreement

Stephen F. Austin State University, herein after referred to as “SFA,” Nacogdoches, Texas, and Austin Community College District, herein after referred to as “ACC,” Austin, Texas, share a common interest in expanding the availability of quality higher education to all Texans. Both institutions agree to cooperate in furthering this objective to the mutual benefit of their students.

This affiliation and articulation agreement provides guidelines and outlines areas of responsibility ensuring that students at ACC can transfer completed courses to SFA without any loss of credit or recognition of approved courses applied toward the Bachelor of Science in Hospitality Administration degree. Either institution may propose additional cooperative activities that shall become part of the general agreement upon being signed by both parties.

II. Terms

The parties to this agreement, SFA and ACC, agree to the terms and conditions set forth herein:

A. General

1. SFA and ACC will cooperate in the development of parallel course offerings that will facilitate the transfer of credit from ACC to SFA and from SFA to ACC.

2. SFA and ACC will each designate an individual who will be responsible for the maintenance of this articulation agreement and sharing of information on the BS degree, new courses added to the BS, transcript evaluation, and other projects as needed.
3. The names of the designated persons are contained in Appendix 1. Any change to Appendix 1 shall not require renegotiating this agreement, and any such change made by one institution shall be communicated in writing to the other.

4. SFA and ACC will promote the sharing of information between their respective faculty regarding program development, course development, and special activities related to the BS program at each institution.

5. To be eligible for the program, students must meet all SFA or ACC admission requirements, be officially enrolled at SFA or ACC, and have an official transcript showing credit earned on file with the SFA or the ACC records office.

6. ACC students may apply up to 66 transfer credit hours from a two-year institution to SFA.

7. Students must have completed the courses for which transfer credit is being requested within 36 months of the request for credit.

8. This Agreement is non-exclusive, and either party may enter into similar agreements with any other party.

B. STEPHEN F. AUSTIN STATE UNIVERSITY agrees to:

1. admit and enroll ACC students in the Bachelor of Science in Hospitality Administration degree program that are determined by SFA to be qualified for admission to SFA and the BS degree.

2. assist ACC transfer students in the transition from ACC into the SFA BS program. This may involve informing students of and assisting them in the application for scholarships and in course registration.

3. provide courses necessary to maintain the degree track at ACC and/or through distance education on a rotating schedule beginning in the Fall 2011 semester.

4. make available syllabi for the SFA courses that are part of this agreement.

5. assist ACC students with course placement and advising on the campus of ACC or at a location agreed upon by both parties at specified times.

6. maintain ongoing collaboration and monitoring of the program through the SFA Dean in the College of Education and ACC's Dean of Business Studies.

7. arrange and coordinate academic accommodations for qualified students enrolled in SFA courses through the SFA Office of Disability Services.
When ACC's ADA office assists with coordination of classroom accommodations, SFA shall be responsible for all expenses and management of services arranged.

8. bill and collect from students participating in this program applicable SFA tuition and fees as adopted by the SFA Board of Regents.

9. notify students involved in the program that SFA academic requirements, policies, procedures, tuition and fees are subject to change. Location of changed information can be found on the SFA website, bulletins, or other locations.

10. continue to accommodate ACC students into the BS degree so long as this Agreement is in effect. Since SFA cannot guarantee the BS program in perpetuity, this agreement does not constitute a binding contract regarding ongoing or future offerings of the academic program outlined herein.

11. prepare an annual report on the progress of ACC BS degree transfer students to the ACC designee. (This information shall be furnished within the provisions of the Family Educational Rights and Privacy Act). These data may be incorporated into the ACC institutional effectiveness studies.

12. SFA is an equal opportunity institution, and shall not discriminate unlawfully against any ACC student, applicant, or employee, nor shall it deny the benefits provided its own degree-seeking student to any person on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship or veteran status.

C. AUSTIN COMMUNITY COLLEGE DISTRICT agrees to:

1. provide, upon request by SFA, course syllabi for any courses covered by this articulation agreement.

2. assist in advising SFA/ACC students in this program through a designated ACC academic advisor.

3. provide space, telephone, internet access, and parking privileges for SFA faculty and advisors.

4. communicate to students enrolling in the BS program about SFA academic requirements, policies, procedures, tuition and fees that will apply and may be subject to change, and to inform students that SFA future offerings cannot be guaranteed.

5. maintain ongoing collaboration and monitoring of the program through the SFA Dean in the College of Education and ACC's Dean of Applied Business Studies.
6. provide basic library services with appropriate sharing with SFA. SFA online library services may be used by SFA-enrolled students as well.

7. assist with the coordination of accommodations when available through ACC’s Office for Students with Disabilities. SFA will be responsible for all expenses and management of any services arranged.

8. designate a representative to visit the SFA campus at least once each academic year for the purposes of sharing information about respective programs, course updates, student performance of ACC transfer students, and visiting with those students. The ACC faculty may accompany the ACC designee on this campus visit.

9. assist SFA in arranging conferences and visits on ACC’s campus with prospective BS degree students.

10. schedule appointments through the designated representative with ACC students, faculty, and staff for the purposes of sharing information, discussing ideas, and other activities of mutual interest to our respective programs.

11. ACC is an equal opportunity institution, and shall not discriminate unlawfully against any SFA student, applicant, or employee, nor shall it deny the benefits provided its own degree-seeking student to any person on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship or veteran status.

D. Both Institutions agree to:

1. be responsible for their own employees’ actions or inactions, and liability arising there from. The institutions will maintain their own insurance including workers’ compensation, general liability, or such other coverage necessary for their own institutional liability. Neither institution waives any immunity it may be afforded under law as a governmental entity in the State of Texas.

2. be responsible for legally required physical accessibility requirements of their public facilities pursuant to the Americans with Disabilities Act or other applicable law.

3. conduct an annual program review.

4. notify appropriate officials at the relevant institution of any complaints of sexual harassment or discrimination alleged to be committed by students or employees of the other institution.
5. apply the policies and procedures of each institution to students enrolled with each institution. Disciplinary complaints falling under the jurisdiction of an institution shall be referred to the appropriate officials.

6. The respective designee of each institution will initiate a biennial review of this agreement to evaluate any changes in competencies, content, or standards.

7. Maintain accreditation by the applicable accrediting authority. Both parties agree to notify the other if such accreditation ceases to exist.

E. Transfer of Credit

1. This articulation agreement provides a mechanism to enable students who have completed courses prescribed by this agreement to transfer those courses from ACC to SFA and, thereby, satisfy up to 66 semester hours credit toward the BS degree.

2. The table attached as Appendix 2 contains courses covered by this articulation agreement, and the transfer guarantee contemplated in the previous section. Any change to the table in Appendix 2 may be made by mutual written agreement of the Provost at ACC and the Provost and Vice President for Academic Affairs at SFA.

3.

4. This articulation agreement provides a mechanism to enable ACC students who have earned enough credits to satisfy the associate degree requirements to have those credits transferred back to ACC. This reverse transfer process expands the SFA and ACC partnership in that it will help increase student transfer rates to the university and raise associate degree completion rates for the college.

SFA and ACC agree to exchange information, within legal guidelines, about individual students with the goal of making students aware of the potential to satisfy associate degree requirements by transferring course work between both institutions.

SFA agrees to identify students who transfer from ACC with at least 30 hours and who have indicated on the ApplyTexas Application that they would automatically allow for their transcript to be sent to ACC once it has been determined that the student has completed 72 semester credit hours, and again upon graduation from SFA if they have not received an associate degree.

SFA agrees to provide a contact person who is knowledgeable about Reverse Transfer and who can work with ACC to facilitate this process.
Annually, ACC agrees to provide a list of students who are awarded an associate degree to SFA.

F. Terms of Agreement and Termination

1. This agreement shall be filed with SFA's Records and Admissions offices at SFA and with the Provost and Vice President for Academic Affairs. This agreement shall be filed with ACC's Provost and Executive Vice President for Academic Transfer and General and developmental Education and with the Office of Articulation and Transfer Resources.

2. All required notices, demands, requests, and other communications shall be in writing and shall be deemed to have been given when personally delivered or mailed to the administrators of the respective institutions.

3. This agreement may be amended at any time in writing upon signature of authorized representatives of both institutions.

4. This Agreement is subject to termination by either party upon sixty days written notice of a material breach to the breaching party. Alternatively, this Agreement can be terminated at any time without cause by mutual consent of the parties or by either institution with notice by May 1 that the program will not be offered for the next academic year.

5. The laws of the State of Texas (U.S.A.) shall govern the interpretation and application of this Agreement. Any dispute arising out of this Agreement or its operation, performance or nonperformance shall be resolved in accordance with Texas law and venue shall be solely and exclusively in the courts located in Nacogdoches or Travis County, Texas, U.S.A.

IN WITNESS WHEREOF, the undersigned parties hereto have set their hands by and through their duly authorized officers. This Agreement is effective the __________ day of ______________ 2014.

Stephen F. Austin State University

Dr. Baker Pattillo
President

Austin Community College District

Richard M. Rhodes, Ph.D.
President/CEO
Dr. Richard Berry
Provost and Vice President for
Academic Affairs

Enrique Solis, Ph.D.
Interim Provost/Executive Vice
President

Dr. Judy Abbott
Dean, College of Education

Mike Midgley
Vice President, Instruction
APPENDIX 1

Individuals Designated to Maintain This Agreement

1. ACC designates the following individual as the person responsible for maintaining this agreement. This designee shall be in contact the SFA designee no later than February 15 each year during the period for which this articulation agreement is in force for the purpose of carrying out the terms listed in other parts of this agreement.

Dr. MaryJane McReynolds
Office of Articulation and Transfer Resources
Austin Community College District
5930 Middle Fiskville Road
Austin, TX 78752
505-223-7677
mmcreyno@austincc.edu

2. SFA designates the following individual as the person responsible for maintaining this agreement. This designee shall be in contact with the ACC designee no later than February 15 each year for the purpose of carrying out the terms listed in other parts of this agreement.

Dr. Chay Runnels
Assistant Professor
Hospitality Administration Coordinator
College of Education
Stephen F. Austin State University
P.O. Box 13014, SFA Station
Nacogdoches, TX 75962-3033
936-468-2060
runnelssc@sfasu.edu