

1/6/04 Lauren Jones  
Any problems?



**AGREEMENT OF UNDERSTANDING**

**Degree Completion Agreement  
Between  
Fairleigh Dickinson University  
And  
Mercer County Community College**

Fairleigh Dickinson University (FDU) and Mercer County Community College (MCCC) hereby agree to establish a program that enables residents of the Tri-State Area (NJ, PA, Delaware) to complete the upper division courses required for certain FDU undergraduate degree programs and specific graduate programs (hereafter defined as the "program") on the campus of MCCC.

FDU and MCCC further agree to provide the necessary support and administrative services required to deliver the program on the campus of MCCC.

1. Academic and Administrative Components:  
Students completing the prescribed program will be awarded an undergraduate degree (Bachelor of Arts or Bachelor of Science BA/BS) or a graduate degree (Master of Arts or Master of Science) from FDU.
  - a. All students enrolled in the program will be subject to FDU's academic policies as stated in the University's Undergraduate Bulletin. The University reserves the right to change its policies and procedures as conditions warrant.
  - b. FDU shall have complete authority over matters pertaining to admission to the program, course waivers, or substitutions and all other related program administration.
  - c. FDU will have complete authority over curriculum requirements including, but not limited to, course offerings, course and graduation requirements, grading, and faculty selected to teach upper division courses.
  - d. The tuition and fees for courses taught by FDU for the degree completion program at MCCC will be established by FDU.
  - e. FDU retains the right to set minimum enrollments in courses offered at MCCC as a part of the degree completion program.
  - f. FDU shall have the right to discontinue one or more programs if enrollments fall below certain levels. If this occurs students may be required to take one or more courses at FDU's main campus to complete the degree requirements

2. Admissions:

- a. Admissions standards for students entering into the program at MCCC will be consistent with FDU policies. The students will have dual admissions at the time of acceptance to both MCCC and FDU.
- b. All matriculated students at MCCC must complete the A.A. or A.S. program prior to enrolling in the B.A./B.S. degree completion program.
- c. All credits taken at MCCC up to a maximum of sixty-four (64) that are part of an A.A. or A.S. degree will be transferred to the B.A./B.S. program as appropriate for that B.A./B.S. program. Courses taken beyond those required for an A.A. or A.S. degree will be evaluated on a case by case basis.
- d. Students not matriculated at MCCC but having sixty-four (64) or more credits may apply directly to the B.A./B.S. degree completion program.
- e. Students not matriculated at MCCC and having forty-five (45) or fewer credits will be required to complete an A.A. or A.S. degree at MCCC prior to enrolling in the B.A./B.S. degree completion programs.
- f. Students not matriculated at MCCC and having less than (64) credits but more than (45) credits will be evaluated on a case-by-case basis.

3. Faculty Appointments:

Faculty teaching courses at MCCC will do so in accordance with the standards of FDU.

- a. FDU will consider using qualified full-time MCCC faculty to teach FDU sections as adjunct faculty. The approval of MCCC will be required prior to FDU extending an offer of employment.
- b. All faculty teaching in the program will be considered as adjunct FDU faculty for payroll, personnel, and all other purposes unless other arrangements are made.

4. Facilities:

MCCC agrees to provide classroom space and other services necessary for the proper functioning of the program on the MCCC campus or a satellite facility.

- a. Students will have access to the MCCC services typically provided to an MCCC student, i.e., library, student ID's, parking, etc.
- b. Students must comply with all policies, procedures, rules and regulations established by MCCC.
- c. The MCCC bookstore will order and sell books for courses offered at MCCC by FDU. Book orders will be submitted by: April 1 for the fall semester, October 1 for the spring semester and March 15 for the summer semester

5. Administrative staffing for the project:
  - a. Both MCCC and FDU agree to share the cost of an administrative member to administer the day-to-day operations of this program. This person will be hired, report to and be evaluated by FDU's Division of Enrollment Management. Duties for this position may include:
    1. advising prospective and current students
    2. monitoring operations at MCCC
    3. liaison between both institutions
    4. liaison for the program with other administrative offices at each college/university
    5. communication with faculty and students on the MCCC campus
    6. assistance in marketing the program
    7. processing of financial aid complications
  - b. FDU's Division of Enrollment Management will be the main contact as the administrative liaison for this program.
  - c. MCCC agrees to provide general secretarial assistance for such responsibilities as answering the telephone, setting appointments and other clerical support as appropriate and necessary.
  
6. Financial:

Financial matters of the program shall be administered under the following guidelines and assumptions:

  - a. The program shall be administered in accordance with the established fiscal, personnel systems and policies of FDU. FDU shall be responsible for all student billing, payroll, budget and other fiscal and academic records.
  - b. The following expenses shall be considered direct costs of the project:
    - 1) All faculty salaries will be paid by FDU.
    - 2) All related facilities' costs will be assumed by MCCC.
    - 3) Marketing expenses will be equally shared and agreed upon by both institutions. Direct marketing expenses will not exceed 5% of gross income.
  
7. Revenues:
  - a. FDU will compensate MCCC for the total tuition credits taught as part of this program. The fees are identified in attachment A.
  - b. Fees:

It is agreed that students enrolled in this program will not be charged any additional fees by MCCC.
  - c. Revenue Distribution:

The revenues per semester from this program will be paid at the mid-point of each academic semester based upon tuition received. These dates will be agreed upon at the beginning of each fiscal year (July 1).

8. Facilities Use and Liability:

- a. FDU agrees to adhere to all policies and procedures regarding facilities use at MCCC. It is understood that at all times FDU, its faculty and employees, while performing services under this partnership program at MCCC remain employees of FDU. Accordingly, FDU shall maintain the Workmen's Compensation Insurance on said employees and liability insurance in the event that an employee should negligently or otherwise cause injury to person or property.
- b. Subject to limitations provided in the New Jersey Tort Claims Act and any other applicable law, MCCC shall exonerate, indemnify and hold harmless FDU (trustees, employees, and representatives) from any claim, damage or loss arising out of MCCC's obligations under this agreement.
- c. FDU shall exonerate, indemnify and hold harmless MCCC (trustees, employees, and representatives) from any claim, damage or loss arising out of FDU's obligations under this agreement.

9. Assignment of Space:

- a. MCCC shall retain the right to assign classroom or other instructional space for use of FDU personnel under this agreement.
- b. Two weeks prior to the semester a review of enrollment will be conducted. Rooms assigned to courses for this program mutually agreed to be under-enrolled will be released to MCCC to be reassigned.
- c. FDU will follow the academic calendar as published by MCCC.

10. Termination for Cause:

This agreement may be terminated as follows:

- a. FDU may terminate this agreement if MCCC breaches any material, term, or provision of this Agreement which breach is not cured within thirty (30) days after receipt of written notice from FDU (or, in the case of any breach which cannot reasonably be expected to be cured within thirty (30) days, if MCCC fails to commence such cure within thirty (30) days or fails to prosecute such cure to completion with due diligence within ninety (90) days); or
- b. MCCC may terminate this Agreement if FDU breaches any material, term, or provision of this Agreement which breach is not cured within thirty (30) days after receipt of written notice from MCCC (or, in the case of any breach which cannot reasonably be expected to be cured within ten (10) days or fails to prosecute such cure to completion with due diligence within ninety (90) days).
- c. If this Agreement is terminated as described above, FDU shall take all reasonable steps to assure completion of any the ongoing classes and degrees that are part of the Program and shall not offer or begin any new classes. While existing classes are being wound up, allocation of the program Revenues shall continue as provided in section 7.

11. General Provisions:

- a. Neither Party shall have the right to assign this agreement without the prior written consent of the other Party.
- b. This agreement constitutes the entire agreement of the Parties with respect to the subject to matter hereof. No modification hereof shall be binding upon any of the Parties hereto unless made in writing and signed by the Parties.
- c. The Parties are not, and shall not be, considered as partners or joint venturers. The execution of this agreement does not, and shall not, constitute neither a partnership nor a principal/agent relationship between the Parties hereto.
- d. Each Party represents to the other that the person signing this agreement has the full authority to do so.
- e. This agreement shall be reviewed by both parties and approved on a bi-annual basis.

12. Notices:

Whenever written notice is required or permitted to be given by one Party to the other, it shall be deemed to be sufficiently given when deposited in the United States mail with the proper postage affixed by certified mail, return requested, as follows:

Mercer County Community College

Fairleigh Dickinson University

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Dr. Robert R. Rose  
President

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Dr. J. Michael Adams  
President

**Attachment A:**

**Tuition and Fee Rates for Degree Completion Program**

**Academic Year: July 1, 2003-June 30, 2004**

Fairleigh Dickinson University: \$382.00 per credit

Of which

Mercer County Community College will receive: \$80.00 per credit

Each July, the rates for the following academic year will be established.

**Attachment B:**

**Programs offered for Degree Completion Program  
At Mercer County Community College**

Bachelor of Arts in Individualized Studies:

Specialization Concentrations:

Business and Technology  
Hospitality Management

Master of Science in Hospitality Management Studies

**MERCER COUNTY COMMUNITY COLLEGE - FAIRLEIGH DICKINSON UNIVERSITY  
ARTICULATION AGREEMENT  
B.A. IN INDIVIDUALIZED STUDIES, HOSPITALITY MANAGEMENT SPECIALIZATION  
COMMUNITY COLLEGE PARTNERSHIP @ MERCER COUNTY COMMUNITY COLLEGE**

<b>MERCER COUNTY COMMUNITY COLLEGE A.A.S.,HOTEL, RESTAURANT AND INSTITUTION MGT.</b>			<b>FAIRLEIGH DICKINSON UNIVERSITY B.A., INDIVIDUALIZED STUDIES</b>		
<b>COURSE#</b>	<b>COURSE TITLE</b>	<b>CR.</b>	<b>COURSE#</b>	<b>COURSE TITLE</b>	<b>CR.</b>
ENG 101	English Composition I	3	ENGL 1101	English Composition I	3
HPE 101	Basic Concepts of Nutrition	3		Natural Sciences Elective	3
BUS 103	Business Math	3	QUANT 1128	Intro. To Math Methods	3
HOS 120	Intro. To Hospitality Industry	3	HRTM 1101	Career Orientation & Prof. Dev.	1
				Free Elective	2
HOS 101	Food Preparation I	3	HRTM 2233	Quantity Food Production	3
				Free Elective	3
HOS 102	Volume Food Preparation	3	HRTM 2221	Rooms Division Management	3
HOS 104	Hotel Mgt. & Lodging Operations	3	HRTM 2240	Sanitation & Safety	3
HOS 108	Sanitation & Safety	3	HRTM 2104	The Hospitality Mgr. and Law	1
HOS 208	Hospitality Law	3		Free Elective	2
ENG 112	English Composition II w/Speech	3	ENGL 1102	English Composition II	3
	General Education Elective	3	CORE 3009	The American Experience	3
				Free Elective	3
HOS 203	Hospitality Purchasing	3	HRTM 2211	Acct. for Hospitality Managers	3
ACC 108	Hospitality Accounting	3	CSCI 1105	Survey of Computers	3
IST 101	Computer Concepts	3	COMM 2204	Understanding Human Comm.	3
CMN 111	Speech: Human Communication	3		Free Elective	3
BUS 240	Human Resource Management	3		Free Elective	3
				Free Elective	3
HOS 202	Internship in HRIM	3	HRTM 2210	Sales & Marketing for Hospitality	3
HOS 204	Hospitality Marketing	3		Free Elective	3
ACC 109	Food, Beverage & Labor Cost	3	CORE 2008	Cross Cultural Perspectives	3
	General Education Elective	3		Humanities or Social Sciences	3
	General Education Elective	3		Free Elective	2
HPE 110	Concepts of Health & Fitness	2			
<b>TOTAL CREDITS</b>		<b>65</b>	<b>TOTAL CREDITS</b>		<b>65</b>







# New College of General and Continuing Studies

COMMUNITY COLLEGE PARTNERSHIP PROGRAM

## Bachelor of Arts in Individualized Studies

BUSINESS AND TECHNOLOGY SPECIALIZATION

Name: \_\_\_\_\_  
LAST FIRST M.I.

Phone: ( ) \_\_\_\_\_  
HOME

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_  
WORK

ID Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Status:  Full-time  Part-time

Entry Date: \_\_\_\_\_

### Communication, Math & Computer Requirements (18 Credits)

Course Name

ENGL 1101 English Composition I or  
ENGW 1101 Freshman Writing Workshop (T) \_\_\_\_\_ (3)

ENGL 1102 English Composition II or  
ENGW 1102 Freshman Writing Workshop (T) \_\_\_\_\_ (3)

COMM 2101 Professional Communications (FDU) COMM 2101 (3)

SPCH 1107 & SPCH 1155 Public Speaking (T) \_\_\_\_\_ (3)

MATH 1101 Comprehensive Mathematics OR

MATH 1126 Contemporary Mathematics OR

MATH 1128 Mathematical Methods OR

QUANT 1128 Intro to Mathematical Method (T) \_\_\_\_\_ (3)

CSCI 1145 Computers and Computing OR

OR

MIS1145 Fundamentals of Computer Usage

CSCI 1105 Survey of Computers and (T) \_\_\_\_\_ (3)

Computer Software

### Liberal Arts & Science Requirements (24 credits)

Course Name

Humanities: Three Courses (T) \_\_\_\_\_ (3)

(9 credits) in at least two disciplines\* (T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

Social Sciences: Three Courses (T) \_\_\_\_\_ (3)

(9 credits) in at least two disciplines\*\* (T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

Natural Science : Two Courses (T) \_\_\_\_\_ (3)

(6 credits) in at least two disciplines\*\*\* (T) \_\_\_\_\_ (3)

### University CORE (12 Credits)

CORE 1006 The Global Challenge (FDU) CORE 1006 (3)

CORE 2007 Perspectives of the Individual (FDU) CORE 2007 (3)

CORE 3009 The American Experience (T) \_\_\_\_\_ (3)

CORE 2008 Cross Cultural Perspectives (T) \_\_\_\_\_ (3)

### International Perspectives (3 credits)

Course Name

Global Communications (FDU) COMM 3019 (3)

### Business and Technology Specialization (24 Credits)

Course Name

Human Motivation and Behavior (FDU) MGMT 2261 (3)

International Business (FDU) IBUS 2201 (3)

Internet, E-commerce and Technology (FDU) MIS 2111 (3)

Intro to Marketing and Management (FDU) MKTG 2030 (3)

Management Information Systems (FDU) MIS 2101 (3)

Computer Management (FDU) MIS 4433 (3)

Information Resource Management (FDU) MIS 4450 (3)

Business Organization (FDU) MGMT 3303 (3)

### Free Electives (39 Credits)

Course Name

History on Film (FDU) ART 2081 (3)

Communications & Gender (FDU) SOCI 2246 (3)

Business Ethics (FDU) PHIL 2255 (3)

New Technologies in Communications (FDU) COMM 2140 (3)

Professional Presentations (FDU) COMM 3310 (3)

Seminar on Leadership Development (FDU) PADM 4400 (6)

(T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

(T) \_\_\_\_\_ (3)

\*chosen from Art History/Appreciation, Literature, Music History/Appreciation, Theater History, Foreign Language, History, Philosophy

\*\*chosen from Anthropology, Economics, Geography, Political Science, Psychology, Sociology

\*\*\*chosen from Life Science (Biology), Chemistry, Earth and Planetary sciences (Geology, Physical Science) and Physics. 3 credits must include a laboratory Science.