



Internal Transfer Credit Articulation Agreement

Agreement Between Academic Affairs and
The Division of Workforce Development, Continuing Education and Strategic Partnerships

1. Articulation Agreement Between:

Academic Affairs in collaboration with Workforce Development & Continuing Education (WD/CE) and the Department of Tourism and Hospitality.

2. Statement of Purpose

- a. This Agreement has been entered into by the above listed Department(s). This agreement aims to facilitate credit articulation and provide a smooth transition from WD/CE non-credit course(s) to the Department(s) listed.
- b. The agreement allows WD/CE students enrolled in the Customer Service Certificate Microcredential Program to transfer credit(s) upon matriculating to Kingsborough Community College's A.A.S. Tourism and Hospitality. It is further recognized that the attached Appendix shall describe the approved course(s) and the admissions eligibility. This agreement identifies all required and equivalent courses.

3. Terms and Conditions of Credit Transfer and/or Degree:

- a. The evaluation and transfer of earned college credits shall be in full compliance with institutional policies and all other State and Federal education policies pertaining to credit transfer.
- b. Program-specific requirements and/or required courses are listed and defined in Appendix A of this agreement. Students will be subject to the admissions requirements of Kingsborough Community College of the City University of New York (CUNY).

4. Procedures for Reviewing, Updating, Modifying, or Terminating this Agreement

- a. This agreement shall be valid for program participants beginning Fall 2023.
- b. WD/CE and the Department Chairperson will review the agreement annually. They will be expected to review student retention, progress toward completion, and academic performance/GPA.
- c. Modification or termination of this Agreement requires the approval of the Provost and Senior Vice President for Academic Affairs and Vice President for Workforce Development and Continuing Education. Modifications affecting either program in this Agreement may require reevaluation and/or amendment of Appendix A subsequent to implementation.
- d. Should the Agreement be modified or terminated, the Department shall honor the terms granted to students who have already been accepted into and/or transferred into the A.A.S. Tourism and Hospitality.
- e. WD/CE and the Department Chair shall produce reports of the metrics identified above and circulate to the involved parties.

5. Details of Publication of Agreement

- a. This information will be included on Kingsborough's Transfer Articulation Agreement website, under a special section dedicated to WD/CE Articulation Agreements. Publication is required to include the process for articulation, the specific courses, and the admission eligibility requirements. This Agreement will also be referenced as a Note under the Degree program in the relevant *College Catalog*.

6. Required Signatures

1. Department Chairperson
2. Provost and Senior Vice President for Academic Affairs
3. Vice President Workforce Development and Continuing Education

Appendix A

ARTICULATION OF COURSE CREDITS

The following stipulations apply to a participant successfully transferring credits as part of the articulation agreement:

1. The non-credit course(s) align with the Course Learning Outcomes of the credit course(s) offered in the above listed Department;
2. The student must have completed each course with a grade of "C" or better;
3. The student must meet all other admission requirements;
4. The student must complete coursework, exams, projects, etc., and fulfill expectations identical to those applied to matriculated students, as enforced by the instructor;
5. The student can only apply credit(s) towards the Department/program in which their occupational training program is based;
6. WD/CE will prepare a transcript (Appendix B) reflecting the participant's non-credit course(s) (using Department-issued course numbers and titles), grades, and dates. WD/CE will provide a letter supporting the transcript, and a copy signed by the Program Director will be delivered to the appropriate Department Chairperson.
7. WD/CE will maintain student transcripts (Appendix B). Student transcripts will be forwarded to the Registrar/Transfer Credit Evaluator once the student matriculates into the above-listed Degree Program. Students will be informed to provide a copy of their student transcript at the time of registration.
8. Credit(s) will be valid and applicable as long as the course is offered and/or recognized by the Department.

M. D'Alessandro, Ph.D.

Mark D'Alessandro
Department Chairperson, Tourism and Hospitality

Sharon Warren Cook

Sharon Warren Cook
Interim Provost & Senior Vice President for
Academic Affairs

DATE: 3 Mar 2025

DATE: March 3, 2025

S Rodriguez

Simone Rodriguez
Vice President of Workforce Development &
Continuing Education

DATE: _____

APPENDIX B

SAMPLE TRANSCRIPT MEMO

Workforce Development, Strategic Partnerships and Office of Continuing Education
Interoffice Memorandum

Date: XX/XX/2025
To: Registrar, [redacted] and Transfer Credit Evaluator, [redacted]
From: Christine Zagari-LoPorto, Associate Dean, Workforce Development & Continuing Education
CC: Simone Rodriguez, Vice President, Workforce Development & Continuing Education
Sharon Warren Cook, Interim Provost and Vice President for Academic Affairs
[redacted], Department Chairperson, Tourism and Hospitality
Re: Student Name & CUNY First ID # if applicable/Last four of SS#

I am submitting the WD/CE transcript for the above-referenced student. Student's Name had registered with WD/CE for the Customer Service Certificate Microcredential Program in the _____ semester.

This student has matriculated and applied for the A.A.S. Tourism and Hospitality, and would like the credit(s) transferred and applied towards this degree.

The student has completed the following WD/CE course(s) with a grade of "C" or better. Check off the course(s) that will be reviewed for the transfer of _____ credit(s) towards the above listed degree program.

- Customer Service Certificate Microcredential Program** Grade _____

The student will receive _____ credit(s) considered the equivalent of the below-listed course(s):

- TAH 400: Tourism and Hospitality Customer Service (3 credits)** Grade _____

Any questions, please contact:

Christine Zagari-LoPorto, Associate Dean Workforce Development & Continuing Education
Christine.Zagari@kbcc.cuny.edu
718-368-5778