

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNIVERSITY OF MARYLAND EASTERN SHORE**  
**AND**  
**NOTRE DAME OF MARYLAND UNIVERSITY**

**Course Collaboration in Hospitality Management**

**August 2018**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY OF  
MARYLAND EASTERN SHORE AND NOTRE DAME OF MARYLAND UNIVERSITY**

The University of Maryland Eastern Shore (“UMES”) and Notre Dame of Maryland University (“NDMU”) agree to collaborate on the offering of undergraduate coursework in Hospitality Management leading to the award of B.A. in Leadership in Hospitality and Event Management at NDMU.

This memorandum of understanding (MOU) sets forth a clear set of goals, objectives, rights, responsibilities and expectations for both institutions. The parties agree to work collaboratively to meet the academic needs of students at NDMU.

**1. Purpose and Scope**

- a. It is the intent that this collaboration will facilitate enrollment and registration of students at NDMU in select Hospitality Management coursework at UMES with the added benefit of programmatic expertise offered by both institutions.
- b. This collaboration is available only to degree-seeking students at NDMU in the B.A. in Leadership in Hospitality and Event Management. This collaboration does not apply to students engaged in a 3+2 Bachelor to Masters collaborative program.
- c. In fulfillment of the graduation requirements of the B.A. in Leadership in Hospitality and Event Management at NDMU, students in their senior year will be required to take two 3-credit courses offered online by UMES in the fall and spring semesters.
  1. Fall semester: HMGT 405Online – Resort and Convention Management
  2. Spring semester: HMGT 401Online – Law and the Hospitality Industry

UMES students will also have the option of taking one 3-credit Gender and Hospitality course at NDMU offered online in the fall or spring semesters.

- d. In the event HMGT 401 and/or 405 are full, UMES will make seats available in the course(s) to accommodate those NDMU students who need to enroll in the course.
- e. UMES also offers the courses below. Should NDMU identify a need for its cohort of students to take one or more of these courses, UMES is willing to offer the course(s) with at least a notice of one semester.

Semester offerings:

1. HMGT 350Online – Marketing Hospitality and Leisure Service (fall/spring)
2. HMGT 402Online – Human Resource Management (fall only)

Periodic offerings:

1. HMG 301 Online – Front Office Management
  2. HMG 303 Online – Hospitality Facility Operations and Maintenance
  3. HMG 340 Online – Hospitality Industry Accounting
- f. Both institutions will collaboratively assess educational outcomes, enrollments, instructor performance, and other pertinent operational and programmatic issues as they arise.

## **2. Course Selection and Reporting**

- a. NDMU retains all rights and responsibilities related to course design, content, and delivery for all courses in the B.A. in Leadership in Hospitality and Event Management curriculum with the exception of the two UMES courses referenced under Section 1c.
- b. UMES retains all rights and responsibilities related to course design, content, and delivery for the UMES HMG courses referenced under Sections 1c and 1e.
- c. NDMU and UMES will market the curricular cooperation of these programs as part of their regular and ongoing marketing initiatives for their respective undergraduate Hospitality programs.

## **3. Student Services, Admissions, and Registration**

- a. NDMU students enrolled in the UMES Hospitality courses referenced under Sections 1c and 1e will have access to the following UMES services:
  1. Registration, bookstore, and business office services
  2. Interlibrary loan support and access to the library
  3. Learning management system for online course delivery
  4. Technology support as needed
- b. UMES and NDMU agree to use the process outlined in Appendix A for the admission and matriculation of NDMU students.
- c. NDMU students are expected to adhere to UMES academic deadlines, particularly those related to dropping and withdrawing from a course.

## **4. Tuition and Finance**

- a. Students enrolled in NDMU's BA in Leadership in Hospitality & Event Management program will pay their undergraduate tuition and fees to Notre Dame. Notre Dame will

be responsible for awarding, managing, and reporting all applicable federal, state, institutional, and other financial aid.

- b. NDMU will be billed directly by UMES at the established part-time in-state or out-of-state rates for UMES tuition and fees prevailing at the time of course registration through a submitted invoice that indicates the student's name and the course(s).
- c. NDMU will submit directly to UMES, within 30 days of receiving each invoice, payment of the requested amount on the invoice, pending confirmation of student enrollment in the course for which the billing has occurred.
- d. The student will receive the financial aid package and award through NDMU.
- e. UMES and NDMU agree to use the process outlined in Appendix A related to billing of NDMU students

## **5. Term and Renewal**

- a. This MOU shall have an initial term of one (1) year beginning on August 1, 2018. Unless terminated pursuant to the terms outlined below, this MOU is self-renewing and the program will renew each year for five years. At the end of the fifth year, a new program MOU will be signed if both parties desire that the partnership continue.
- b. The institutions agree to review the MOU and all appendices on a biennial basis or sooner, if needed.
- c. Modification of this agreement must be made between the institutions in writing and signed by all parties, and incorporated by reference into this document.

## **6. Termination Clause**

- a. Either party may terminate this Agreement at the end of the initial term or during a renewed term by giving the other party at least one (1) year prior written notice.
- b. This MOU may be terminated by either party at any time due to a material default of its terms by the other as long as the default has not been cured within a ninety (90) day period from written notice of the default.
- c. The institutions agree that any termination or modification of this MOU will be without prejudice to students currently in attendance and already enrolled in the B.A. in Leadership in Hospitality and Event Management at NDMU.

## 7. General Provisions

- a. Any notice or communication permitted or required between the parties under this MOU shall be made to:

**If to the University of Maryland Eastern Shore:**

Dr. Kate Brown

Interim Dean, School of Business and Technology

(410) 651-7596

[kbrown@umes.edu](mailto:kbrown@umes.edu)

**If to Notre Dame of Maryland University:**

Dr. Debra Franklin

Dean, School of Arts, Science, and Business

410-532-5531

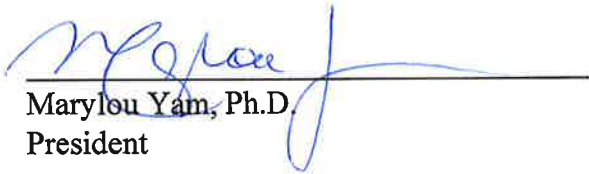
[dfranklin@ndm.edu](mailto:dfranklin@ndm.edu)

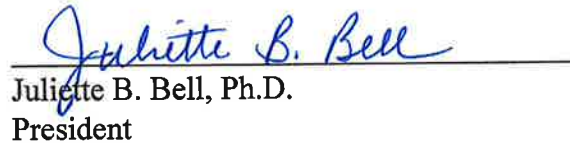
- b. With respect to the matters set forth in this MOU, this MOU: i) sets forth the complete agreement and understanding of the parties; and ii) supersedes all prior or contemporaneous agreements or understandings.

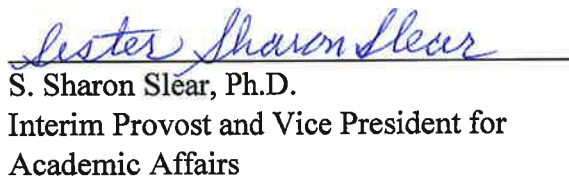
IN WITNESS WHEREOF, the parties hereto for themselves, their successors and assigns have set their hand and seal on the day and year first above written.

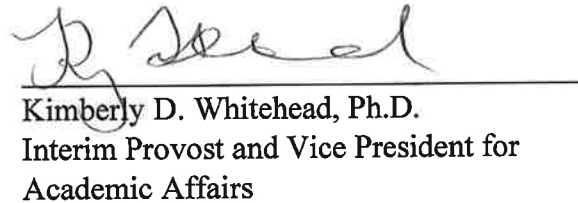
NOTRE DAME UNIVERSITY OF  
MARYLAND

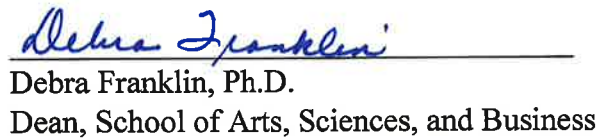
UNIVERSITY OF MARYLAND  
EASTERN SHORE

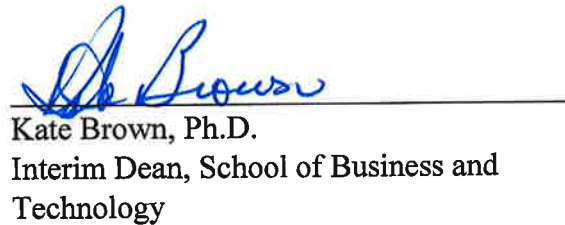
  
Marylou Yam, Ph.D.  
President

  
Juliette B. Bell, Ph.D.  
President

  
S. Sharon Slear, Ph.D.  
Interim Provost and Vice President for  
Academic Affairs

  
Kimberly D. Whitehead, Ph.D.  
Interim Provost and Vice President for  
Academic Affairs

  
Debra Franklin, Ph.D.  
Dean, School of Arts, Sciences, and Business

  
Kate Brown, Ph.D.  
Interim Dean, School of Business and  
Technology

Date: April 16, 2018

Date: April 26, 2018

## **Appendix A. Admissions, Registration, and Billing Detail**

### **1. Admission – Student Cohorts Enrolling at UMES in the Fall**

- a. In the spring semester prior to fall enrollment at UMES, NDMU students must complete the UMES Non Degree Application for Admission and Residency Information Form (<https://www.umes.edu/Admissions/Pages/Non-Degree-Seeking-Students/>). NDMU students will not be required to submit an application fee. However, they must use their NDMU e-mail address on the application.
- b. NDMU is to collect all non-degree applications and residency forms.
- c. NDMU is to complete the Hospitality Course Collaboration Semester Student File with the following information for each student:
  - i. Name (first and last)
  - ii. New student status (yes/no)
  - iii. Non-degree application included (yes/no)
  - iv. Residency form included (yes/no)
  - v. Term and year
  - vi. UMES course prefix and course number
- d. NDMU to send completed file as well as all completed non-degree applications and residency forms in a password-protected PDF file to Dr. Kate Brown via e-mail.
- e. Dr. Brown will send the documents to the UMES Office of Admissions and Recruitment to process the NDMU student applications and residency forms. NDMU students will be coded using campus code: NDMU.
- f. Once admitted to UMES, the HawkWeb account for each NDMU student will be activated automatically.

### **2. Admission – Semester Student File Maintenance and New Students**

- a. NDMU is to submit the Hospitality Course Collaboration Semester Student File each semester to UMES to ensure accurate and timely admission, registration, and billing by UMES.
- b. Should an NDMU student need to enroll at UMES for the first time during the spring semester, steps 1a-e are to be completed during the preceding fall semester.

### **3. Registration**

- a. The UMES Office of the Registrar will develop and use campus code NDMU for students participating in this collaboration.
- b. After non-degree applications and residency forms are processed, the UMES Office of Admissions and Recruitment will send the UMES Office of the Registrar the Hospitality Course Collaboration Semester Student File.
- c. The Office of the Registrar will register each NDMU student for the course noted on the file.
- d. Once NDMU students are registered for the identified course, Blackboard access will be granted.

#### **4. Billing and Student Accounts**

- a. After the NDMU students have been registered for the identified course, the Office of the Registrar will send the UMES Comptroller's Office the Hospitality Course Collaboration Semester Student File.
- b. The Comptroller's Office will generate a billing roster after the UMES enrollment census date with its 3<sup>rd</sup> party billing company.
- c. The billing roster will include the items list below and is to be sent via e-mail to Dr. Brown:
  - i. Total tuition and fees billed by UMES
  - ii. Name of each NDMU student, course for which the student is enrolled, and the associated tuition and fees
  - iii. Copy of bill for each NDMU student
- d. Dr. Brown will send the billing roster and invoice via e-mail to Dr. Debra Franklin, Dean of the School of Arts, Sciences, and Business, at [dfranklin@ndm.edu](mailto:dfranklin@ndm.edu) with a carbon copy to Ms. Melodie Barton, Administrative Assistant, at [mbarton@ndm.edu](mailto:mbarton@ndm.edu).



## Appendix B. Admissions, Registration, and Billing Process Overview

Non-Degree Application for Admission, Residency Information Forms, and Spreadsheet sent to UMES by NDMU



UMES Office of Admissions and Recruitment processes and matriculates students



UMES Office of Admissions and Recruitment forwards application materials to UMES Office of the Registrar and Frederick Douglass Library



UMES Office of the Registrar registers NDMU students in preselected course(s)



Frederick Douglass Library processes NDMU students' information



Spreadsheet sent to the UMES Comptroller's Office to complete Payment Confirmation process on student's behalf



NDMU students granted library access



E-mail generation and communication to NDMU students that will share the following:

- Welcome to UMES
- Enrollment in UMES course has been complete
- Please log into HawkWeb (our SIS) to:
  - Change your password
  - View course registration
- Blackboard access is active
- A bill will be automatically generated and NDMU will remit payment on your behalf
- Through this MOU, UMES is authorized to automatically submit your final fall and spring transcripts to NDMU