



Internal Transfer Credit Articulation Agreement

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

1. Articulation Agreement between

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

2. Statement of Purpose

- a. This Agreement has been entered into by the above listed Department(s). The purpose of this agreement is to facilitate credit articulation and provide a smooth transition from WD/OCE non-credit course(s) to the Department(s) listed.
- b. The agreement allows WD/OCE students that are enrolled in the ESL/Food Handlers Program, to transfer credit(s) upon matriculating to Kingsborough Community College's A.A.S. Culinary Arts or A.A.S. Tourism and Hospitality, Food and Beverage Concentration. 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 beginning September 1, 2022.
- b. WD/OCE 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 both the Provost and Senior Vice President for Academic Affairs and Vice President for Workforce Development and Continuing Education. Modifications affecting either program involved 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. Culinary Arts or A.A.S. Tourism and Hospitality, Food and Beverage Concentration.
- e. WD/OCE 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/OCE 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. Program Director
3. Provost and Senior Vice President for Academic Affairs
4. 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 **and** passed the ServSafe and Department of Mental Health and Hygiene exams to earn credits;
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/OCE 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/OCE will provide a letter supporting the transcript and a copy signed by the Program Director will be delivered to the appropriate Department Chairperson and Program Director.
7. WD/OCE will maintain student transcripts (Appendix B). Student transcripts will be forwarded to the Admissions Director/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.



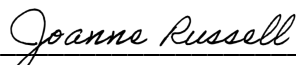
Dr. Anthony Borgese
Department Chairperson, Tourism &
Hospitality

DATE: 11/2/2022



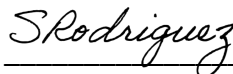
Mark D'Alessandro
Program Director, AAS Culinary Arts

DATE: 11/15/2022



Dr. Joanne Russell
Provost & Senior Vice President for
Academic Affairs

DATE: 12/13/2022



Dr. Edwisimone Rodriguez
Vice President of Workforce Development &
Continuing Education

DATE: 11/15/2022

**APPENDIX B
TRANSCRIPT MEMO**

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

Date: _____

To: Admissions Director, _____ and Transfer Credit Evaluator,

From: Natalie Bredikhina, Director, Academic/ESL Programs, Office of Continuing Education

CC: Simone Rodriguez, Vice President, Workforce Development and Continuing Education
Joanne Russell, Provost and Senior Vice President for Academic Affairs

Re: Student Name _____ & CUNY First ID # _____
if applicable/Last four of SS# _____

I am submitting the WD/OCE transcript for the above referenced student. Student's Name _____ had registered with WD/OCE for ESL/Food Handlers Program, in the _____ semester.

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

The student has completed **all** of the following course(s) with a grade of "C" or better **and** has passed the ServSafe and Department of Mental Health and Hygiene exams.

- Name of CE course: Culinary Arts Skills Training Grade _____
- Name of CE course: Food Safety & Sanitation Certification: Preparation for ServSafe and DOH Certifications Grade _____
- Name of CE course: WIOA IELCE Strides to Success Food Management Program Grade _____

The student will receive **seven (7) credits** considered the equivalent of the below listed courses:

- CA 2100 – Food Safety and Sanitation Certification (1 credit)
- CA 100 – Culinary Arts I: Skills (3 credits)
- TAH 7100 – Introduction to Professional Food Service (3 credits)

Any questions, please contact our office:

Natalie Bredikhina, Director, Academic/ESL Programs,
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