



**University of Maine at Fort Kent – York County Community College  
ASSOCIATE OF APPLIED SCIENCE TO  
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT**

**Contractual Agreement for Credit  
June 15, 2016**

**Introduction**

This agreement is for students who are graduates with Associate of Applied Science (AAS) in technical, trade and allied health areas (see list below) of York County Community College (YCCC) who identify interest in earning their Bachelor of Science in Business Management (BSBM) degree from the University of Maine at Fort Kent (UMFK). Students participating in this agreement will have the opportunity to attain their BSBM degree in a shorter time frame than would be possible without this agreement provided that they satisfy conditions specified in this agreement.

**YCCC - AAS Degrees**

- Architectural & Engineering Design
- Culinary Arts, including Baking & Pastry Option\*
- Digital Media\*
- Early Childhood Education
- Health Information Management
- Hospitality and Tourism Management\*
- Information Technology\*
- Medical Assisting
- Precision Machining Technology
- Veterinary Technology

*\*Program has restricted coursework required to meet concentration requirements. See Appendix C.*

**Contractual Agreement Objectives**

The agreement recognizes that many holders of AAS degrees in are likely to aspire to own and operate their own small businesses. This agreement provides

- Bachelor of Science in Business Management degree opportunities to York County Community College Associate of Applied Science degree graduates.
- Opportunities for incumbent adult learners who hold AAS degrees in technical, trade and allied health fields from YCCC to attain a BSBM in a truncated period of time.

## **General Principles**

UMFK accepts general education (depending on AAS program) transfer credits for each YCCC AAS degree graduate. This block includes all lower division General Education courses. All AAS courses are accepted in the block regardless of where students completed all of their previous coursework.

As part of the acceptance of the 60+ transfer credits, UMFK, upon review by Business Management faculty advisors, may accept up to 24 credits of technical/trade/allied health specific course work as equivalent to the 24 concentration credits required in the BSBM Degree.

In addition to general education and technical courses, business courses taken at YCCC that meet the requirements or electives of the BSBM will also be accepted into the program.

UMFK residency requirement must be met by all program participants.

Program Participants will complete the remaining general education requirements, the core BSBM major requirements and a required internship to earn a BSBM Degree. All courses are available live on campus or online (asynchronous).

Academic advising is coordinated between YCCC advisors and UMFK Business Management program advisors.

## **Program Procedures**

Student completes an AAS degree at YCCC with a Grade Point Average (GPA) of 2.0 or higher.

Student applies to UMFK for Bachelor of Science in Business Management

YCCC courses are articulated to UMFK program (see Appendix A).

Remaining program requirements may be completed by courses offered through UMFK live or distance education courses. To meet residency requirement, the student must complete a minimum of 30 credits from UMFK to be awarded a Bachelor of Science in Business Management degree. To graduate, the student must have a total of 128 credit hours to meet Business Management degree requirements, 45 credits of which must be upper level courses (see Appendix B).

**Appendix A**  
**University of Maine at Fort Kent**  
**York County Community College**  
**AAS to BSBM - Course Table**

Course requirements met by YCCC Trade & Technical AAS degree		Cr. Hrs.
<b>Transfer Credit from YCCC of up to 60+ credits including:</b> <ul style="list-style-type: none"> <li>• AAS degree general education requirements</li> <li>• AAS Degree core requirements accepted as BSBM concentration credits (See Appendix B).</li> </ul>		60+
<b>Bachelor of Science in Business Management Upgrade</b> Remaining course requirements will vary based on results of individual student advising and the AAS degree completed by the student. In general, the following are the remaining course requirements for the BSBM degree upgrade.		
ECO 100	Intro to Macroeconomics	3cr
ECO 101	Intro to Microeconomics	3cr
BUS 100	Accounting Principles I	3cr
BUS 101	Accounting Principles II	3cr
BUS 211	Principles of Business Management	3cr
BUS 222	Intro to Marketing	3cr
BUS 234	Financial Analysis and Planning	3cr
BUS 308	Managerial Accounting	3cr
BUS 336	Business Law I	3cr
BUS 343	Human Resource Management	3cr
ELC 200	Intro to E-Commerce	3cr
BUS 411	(Capstone) Business Policy and Strategic Planning	3cr
BUS 411L	Student Electronic Portfolio	1cr
BUS 397	Business Internship	8-12cr
Concentration requirement met by AAS degree		
Remaining General Education Requirements for BSBM Degree		Varies by student
<b>TOTAL</b>		<b>128</b>

**Appendix B**  
**BS Business Management with a concentration in a Technical Specialty**  
**Program Requirements and Advising Information**

**Requirements:**

- a) Completion of approved associate's degree (see below) AS or AAS in specific technical specialty (60+ credits) or approved equivalent associate's degree.
- b) Completion of UMFK business core (including internship and capstone) plus BUS 343 Human Resources Management and BUS 308 Managerial Accounting.
- c) Completion of UMFK general education requirements, including required support courses for business program, as shown on MaineStreet for the given catalog year.
- d) Satisfy UMFK requirements for total credits earned.

**Approved Associate's Degree Program:**

For a program to be approved for this degree, the following conditions must be met:

- a) Completion of AS or AAS in recognized technical specialty field from an approved institution (currently, this is designed with members of Maine Community College System in mind), or completion of equivalent AA degree which includes third party licensure or certification of a technical specialty.
- b) Completion of at least 17 credits of transfer courses associated with the technical specialty that qualify as "upper-level equivalent." Upper-level equivalent is defined as courses which involve detailed learning of a technical nature that is beyond introductory level.

## Appendix C Restricted Course Lists

### **Culinary Arts**

Students in the Culinary Arts program wishing to fulfill the Business Management – Technology Concentration must select one course from the following list as a part of program elective coursework.

- CUL 200 Topics in Culinary, Lab
- CUL 221 Baking, Pastry, and Desserts
- CUL 223 Specialty Cakes
- CUL 231 Culinary Operations II
- CUL 233 Chocolates and Confections
- CUL 241 European Pastry
- CUL 256 International and American Regional Cuisine
- CUL 290 Culinary Internship

### **Digital Media**

#### *Digital Media*

Students in the Digital Media program wishing to fulfill the Business Management – Technology Concentration must select two courses from the following list as a part of program elective coursework.

- CAD 204 Solid Modeling II
- CAD 210 Computer Aided Drafting and Design II
- CAD 214 Geometric Dimensioning and Tolerancing
- CAD 251 3D Presentation
- MUL 200 Topics in Digital Media
- MUL 202 Digital Page Layout
- MUL 230 Computer Animation
- MUL 265 Advanced Computer Animation
- MUL 290 Digital Media Internship
- WEB 211 Web Site Programming
- WEB 215 Web Systems and Programming

#### *Digital Media – Animation Concentration*

Students in the Digital Media – Animation Concentration program wishing to fulfill the Business Management – Technology Concentration must select one course from the following list as a part of program elective coursework.

- CAD 204 Solid Modeling II
- CAD 210 Computer Aided Drafting and Design II
- CAD 214 Geometric Dimensioning and Tolerancing
- CAD 251 3D Presentation
- MUL 200 Topics in Digital Media
- MUL 202 Digital Page Layout
- MUL 230 Computer Animation
- MUL 265 Advanced Computer Animation
- MUL 290 Digital Media Internship

- WEB 211 Web Site Programming
- WEB 215 Web Systems and Programming

*Digital Media – Graphic Design Concentration*

Students in the Digital Media – Graphic Design Concentration program wishing to fulfill the Business Management – Technology Concentration must select three courses from the following list as a part of program elective coursework.

- CAD 204 Solid Modeling II
- CAD 210 Computer Aided Drafting and Design II
- CAD 214 Geometric Dimensioning and Tolerancing
- CAD 251 3D Presentation
- MUL 200 Topics in Digital Media
- MUL 202 Digital Page Layout
- MUL 230 Computer Animation
- MUL 265 Advanced Computer Animation
- MUL 290 Digital Media Internship
- WEB 211 Web Site Programming
- WEB 215 Web Systems and Programming

**Hospitality and Tourism Management**

Students in the Hospitality and Tourism Management program wishing to fulfill the Business Management – Technology Concentration must select two courses from the following list in addition to program elective coursework.

- CUL 200 Topics in Culinary, Lab
- CUL 221 Baking, Pastry and Desserts
- CUL 223 Specialty Cakes
- CUL 231 Culinary Operations II
- CUL 233 Chocolate and Confections
- CUL 241 European Pastry
- CUL 256 International and American Regional Cuisine
- CUL 290 Culinary Internship

**Information Technology**

Students in the Information Technology program wishing to fulfill the Business Management – Technology Concentration must select two courses from the following list as a part of program elective coursework.

- CIS 226 Ethical Hacking
- CIS 228 Computer Forensics
- CIS 230 Desktop and Server Administration I
- CIS 235 Open Source Server Administration
- CIS 295 Information Technology Internship
- NET 221 Network Security
- WEB 211 Web Site Programming

## **Terms of course transferability:**

1. Courses listed in the agreement as equivalent, may transfer and be applied to the student's academic record according to the respective institution's transfer credit policy. While following their respective transfer credit policy, each institution, at their own discretion, may provide transfer credit to any other course listed on a student's transcript.
2. Each of the institutions will assist in informing students of this transfer program through the dissemination of information by staff and faculty.
3. After completing the appropriate paperwork (including but not limited to the admission's application), the admissions office will review the student's documentation and approve/not approve the student as a candidate for admission.
4. Once the student has been approved for admission, the UMFK/YCCC Admissions Office will officially inform the candidate of his/her admission to the institution.
5. This agreement may be reviewed at the request of either institution if substantive changes in courses or programs at either institution are implemented. Respective programs are responsible for appropriate revisions to this agreement. This agreement will be revisited after 3 years. This agreement constitutes the entire understanding of the parties and no changes or modifications shall be made except by a written amendment to this agreement executed by both parties.
6. This agreement may be terminated by both parties or by either party upon (90) days prior written notice to the other party. In the event this Agreement is terminated as set forth above, the students who have been admitted, will be permitted to finish the program under the same terms and conditions that existed when they were admitted.

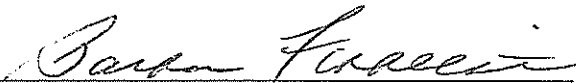
The University of Maine at Fort Kent and York County Community College shall not discriminate and shall comply with applicable laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, or citizenship status, age, disability, or veteran status. The University of Maine at Fort Kent and York County Community College shall provide reasonable accommodations to qualified individuals with disabilities upon request.

Neither party to this agreement shall be liable for non-performance of any obligation under this agreement if such non-performance is caused by a Force Majeure. "Force Majeure" means unforeseeable causes beyond the control of and without negligence of the party claiming Force Majeure. Force Majeure shall include, but not be limited to, fire, flood, other severe weather, acts of God, labor strikes, interruption of utility services, war, acts of terrorism, and other unforeseeable accidents.

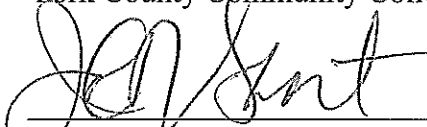
Both parties agree to comply fully with the Family Educational Rights and Privacy Act [20 U.S.C., paragraph 1232g], as amended and all implementing regulations, in all of the activities of this agreement.

Each party shall retain complete responsibility for, and control over, its own curriculum, programs, policies, standards, admission criteria, facilities, employees and students.

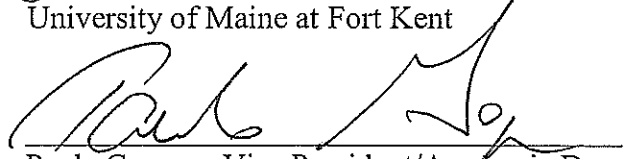
**Signatures:**

  
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Dr. Barbara Finkelstein, President  
York County Community College

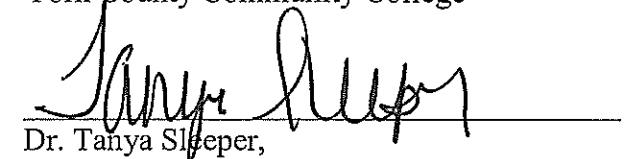
5/25/16  
Date

  
\_\_\_\_\_  
Dr. John Short, President  
University of Maine at Fort Kent

6/14/16  
Date

  
\_\_\_\_\_  
Paula Gagnon, Vice President/Academic Dean  
York County Community College

5/26/16  
Date

  
\_\_\_\_\_  
Dr. Tanya Sleeper,  
Interim Vice President for Academic Affairs  
University of Maine at Fort Kent

6/14/16  
Date