MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITY OF SOUTH FLORIDA
AND
UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE

I. This Memorandum of Understanding is entered into between UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE (hereinafter referred to as USF SM), and UNIVERSITY OF SOUTH FLORIDA, (hereinafter referred to as USF) wherein USF agrees to host the delivery of USF SM’s B.S. in Hospitality Management and B.S.A.S. degree program with emphasis in Hospitality Management.

II. WHEREAS, The COLLEGE OF HOSPITALITY AND TECHNOLOGY LEADERSHIP (hereinafter referred to as CHTL) is located at USF SM and offers Hospitality Management degree programs and USF does not presently offer any Hospitality Management degree programs and;

III. WHEREAS, the Hospitality Industry is one of the largest global industries with growth rates that continue to increase even during turbulent economic times and is constantly searching for qualified employees and future leaders on the west coast of Florida from Ft. Myers to the Panhandle, USF SM is the only non-profit university offering the aforementioned four-year degree programs and;

IV. WHEREAS, this is tangible evidence of a need and demand for this hosting agreement; giving students the opportunity to major in hospitality in Tampa benefits the USF System, the students, the community, and the industry and;

V. WHEREAS, industry leaders from the Tampa Bay region have committed their support to this hosting agreement evidenced by the support letters contained herein as Attachments A1 through A4 and;
VI. WHEREAS, the structuring of USF into a system of separately SACS-accredited institutions has necessitated revision of the previous relationship between USF SM and USF, both parties see the mutual benefit of this hosting agreement and both parties wish to document their roles and responsibilities as they work together to fulfill this hosting agreement.

VII. NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants herein contained, the Parties hereby agree as follows:

1. USF will host USF SM’s B.S. in Hospitality Management degree program with enrollment in the hosted program limited to FTIC cohorts comprised only of students who are admitted initially to USF SM as majors in the program with the intent of enrolling in the classes offered at Tampa.

2. Hosted students may include international students who will be provided immigration documents that reflect the program’s location at USF [Tampa] and who will be served as Tampa students by the USF Office of International Student Services.

3. No students will be permitted to transfer into the B.S. cohort program later from USF, USF SP or other institutions; although, students who begin the B.S. in Hospitality Management degree program at USF SM might be provided that option.

4. Qualified transfer students having earned A.S. degrees from State Colleges and Community Colleges in Florida may be admitted to the hosted B.S.A.S program with emphasis in Hospitality Management to complete the program in courses offered by USF SM through the hosted program.

5. USF students enrolled as pre-Hospitality students prior to Fall 2014 will be allowed to transfer to the USF SM hosted program.
6. USF students may enroll in the HRM courses offered in the hosted program as electives in HRM in conjunction with their USF majors providing such action does not lead to graduation with excess hours.

7. USF understands that full academic authority for the HRM program, and the courses involved, reside with USF SM and that USF SM shall determine the qualification and selection of all faculty members, including adjuncts, based on USF SM and SACS standards, for hospitality courses taken by students in the hosted program and shall provide all faculty members to teach any and all hospitality related courses at USF.

8. USF SM shall develop and approve courses and course syllabi for the hospitality courses and shall determine and post a three-year rolling course sequence that is designed to support timely graduation from the program. USF SM curriculum delivery at USF [Tampa] will be limited to HRM courses unique to USF SM within the USF System.

9. USF SM shall be responsible for admitting students and advising them for purposes of academic progress to graduation. This will be accomplished through services of a USF/USF SM advisor, part of whose time is currently paid by USF SM, and who can facilitate these activities along with USF SM staff and faculty. It is agreed that USF SM will support a 1.0 FTE academic advisor position per 150 students (by headcount) enrolled in the program(s), part-time or full-time.

10. Both parties agree that the aforementioned academic advisor(s) funding percentage, currently at 12.5%, shall be reviewed annually to accommodate hosted student growth. Such support shall be revisited each Spring no later than March 15th based on the student headcount enrolled in the hosted program.

11. Pursuant to the SUS admission requirement, hosted students shall be admitted to the hosted program using USF SM admission standards and USF SM shall assign said students an attribute to track said students' performance. It is clear that students in the hosted program are admitted to
USF SM and any subsequent request to transfer (to USF) will be treated like any other transfer student.

12. USF agrees to waive the enrollment restrictions usually applied to hospitality and pre-hospitality students who are admitted to USF SM with TRES, CRES, and LRES attributes, reflecting they did not meet USF admission criteria students, so that they might complete general education, common prerequisites and electives offered by USF. While any and all prequalification for such courses must be met by USF SM students, priority for enrollment in general education, common prerequisite and elective courses delivered at USF [Tampa] will be for degree-seeking students from USF.

13. USF SM shall be responsible for informing students of academic dismissal, if necessary, in accordance with USFSM policy.

14. Students in the HRM courses, funded and taught by USF SM on the Tampa campus, will pay USF SM tuition rates and the USF SM flat fees with those funds going to USF SM and will pay USF credit-hour based fees with those funds going to USF. Students in the USF funded and taught courses will pay USF tuition and fees (flat fees and credit hour based fees) with those funds going to USF. (2013-2014 Fee Schedule is shown at Attachment B.)

15. Students in the hosted program will have access to the full range of student support services available at USF.

16. Hosted students assigned with the aforementioned attribute must comply with USF Regulation Number 6.013 - USF University Residence Halls Regulations, including orientation. All FTIC students are required to live on campus in their first year.

17. Hosted students will pay for and participate in the USF orientation which shall then be followed by a special session with USF SM's CHTL where said students shall meet CHTL professors.

18. USF shall lease classrooms and office space for USF SM faculty and advisors on the USF campus, at the rate of $17,000 for the first year
(2014-2015) with the annual rate to be reviewed by both parties annually. That annual rate is based on the following: $13.14 per sq. ft. per year for office space and $27.50 per credit hour for small classrooms, $32.50 per credit hour for midsized classrooms or $50.00 per credit hour for large classrooms. During the first year of activity no specific IT support or additional Library resources are anticipated; however, these requirements will be reviewed annually as well. and it is agreed that the cost of adding all new library holdings that may be required in support of the hosted program in hospitality, including but not limited to monographs, journals, and other learning objects, electronic and otherwise (in the USF library at Tampa and across the USF System) will be borne by USF SM.

19. USF agrees to assist in the promotion of the hosted cohort program in the recruitment and admission processes including posting information on the USF website, brochures provided by USF SM, application for admission, and on-campus activities. All promotional materials must state clearly and explicitly that this program will award degrees from USF Sarasota-Manatee.

20. Both parties agree to work through the USF Office of Student Success and USF Office of Undergraduate Studies to develop clearly stated policies and expectations for clear pathways for students admitted to the cohort program.

21. USF agrees to permit enrolled students in the hosted degree programs to live on the Tampa campus and have full access to the library, health services, fitness center, and all other student services after any and all room and board charges, and applicable fees have been paid to USF (See paragraph 14 above and 24 below).

22. Hosted students shall have access to student health services and the Counseling Center pursuant to and after complying with USF Regulation Number 6.016 – Access to Student Health Services and the Counseling Center.
23. Hosted students shall be required to be fully current regarding all immunizations pursuant to USF Regulation Number 33-002.

24. Students in the hosted program who select housing at USF will pay any and all room and board costs and applicable fees to USF.

25. USF Housing shall hold a predetermined number of spaces for hosted students to reside in USF housing on the Tampa campus. The parties will mutually agree on the number of spaces by November 1 of each year, with allocation for the following Fall. Any spaces not assigned (with deposits/full payment received) to hosted students by July 1 shall be returned to inventory to be available for assignment to Tampa students. Should this agreement receive approval for students to begin the hosted program in the Fall of 2014, the number of USF Housing spaces for hosted students shall be determined by April 1, 2014.

26. Compliance with the FTIC live-on campus requirement will be managed by USF SM for the FTIC hosted student population as it will be for the non-hospitality major FTIC on the USF SM campus, if applicable.

27. Hosted students shall be denoted in Banner with a special attribute to allow for ease in identification and processing.

28. Both parties agree to discuss the creation of a Living/Learning Community (“LLC”) located within the residence halls of USF wherein students in the hosted program and other USF and USF SM students shall live together.

29. The aforementioned LLC discussion shall be approached in alignment with the protocol and timing already in place at USF for the development of other LLC programs on the Tampa campus with all appropriate costs assigned to students enrolled in the program(s).

30. The USF SM CHTL Dean shall be responsible for assigning all USF SM courses in the hosted degree programs.

31. USF schedulers and USF SM CHTL schedulers shall collaborate on scheduling details. First priority for scheduling and instructional space, on the Tampa campus, shall be afforded to USF [Tampa] programs.
32. USF shall assist with student recruitment into the hosted programs by directing interested students to information about how to apply using USF SM’s procedures and policies.

33. Students in the hosted program shall be required to follow all academic affairs’ policies of USF SM, as stated in the Academic Undergraduate Catalog of USF SM and the Student Conduct Code for USF.

34. In any case of academic disruption that needs immediate attention, the USF Dean of Undergraduate Studies shall have the authority to apply local campus policies and procedures to resolve such matters and to inform the Dean of USF SM’s CHTL as soon as possible. In cases of other academic grievances or student conduct issues that arise at USF or in USF courses, USF will have jurisdiction over those matters unless designated otherwise by the USF Dean of Undergraduate Studies. If it is unclear as to the appropriate institution for jurisdiction in any review, the USF Dean of Undergraduate will designate the appropriate process and forum for review of the matter.

35. The number of hosted students shall be revisited by each party each semester to ensure that hosted students do not cause USF to exceed USF’s planned on-campus enrollment and freshmen housing availability.

36. If the number of hosted students causes USF to exceed USF’s enrollment cap, USF shall take measures to adjust the cap to accommodate said hosted students.

37. There is no minimum number of students necessary to begin this hosting agreement and USF will continue to support delivery of the hosted degree programs regardless of whether the enrollment declines.

38. The tentative plan of HRM courses to be offered at USF [Tampa] includes six or seven courses each Fall and Spring semester. The tentative plan is shown at Attachment C.

39. Both parties agree to conduct an annual review of student and faculty assessments, the organizational structure of the hosted program, including but not limited to, the websites, admission requirements, and other student
and administrative issues. Either party has the right to terminate said agreement with a minimum of one academic year notice. Said termination must not interfere with students enrolled in the hosted program. If said termination occurs, appropriate arrangements will be made by USF SM, in collaboration with USF, to provide for all students enrolled in the program a reasonable opportunity to complete the degree program at USF [Tampa].

40. As both institutions are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), good standing with this accrediting body is essential to the continuation of this MOU. If either institution is sanctioned or denied accreditation by SACSCOC the institution remaining in good standing may terminate this agreement with proper notice.

41. Both parties agree to review the MOU annually and, in the first instance, no later than Fall 2015.

42. The parties to this Agreement acknowledge that each is governed by the University of South Florida Board of Trustees. As such, neither party shall be liable to the other for any damages whatsoever. The parties agree that any disputes shall be cooperatively resolved, or if necessary, resolved through appropriate administrative processes and procedures within the University. If a dispute cannot be resolved, the parties agree to take the dispute to an impartial administrator mutually agreed upon or to an appropriate USF System office head for final decision and resolution. The parties agree to be bound by any such decision. An impartial attorney in the Office of General Counsel may render interpretations of law that the parties shall accept as binding.

VIII. Approvals

Ralph C. Wilcox  Date
Provost and Executive Vice President
USF and USF System

Arthur Guilford  Date
Regional Chancellor
USF Sarasota-Manatee

[Approved as to Form and Legal Sufficiency]