

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Tuskegee University – Hospitality Management Program

and

Community College of Allegheny County – Hospitality Management Program

I. PURPOSE

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the Hospitality Management Program at Tuskegee University (hereafter “TU”) and the Hospitality Management Program at the Community College of Allegheny County (hereafter “CCAC”).

The purpose of this agreement is to enhance educational opportunities, academic progression, experiential learning, and career readiness for students enrolled in hospitality-related academic programs at both institutions.

II. GOALS AND OBJECTIVES

The parties agree to collaborate in the following areas:

Academic Pathways

Develop a clear transfer pathway for CCAC students to articulate into the TU Bachelor of Science in Hospitality Management.

Provide advice to facilitate seamless credit transfer.

Share curriculum outlines to support alignment of course outcomes.

Student Experiential Learning

Provide cooperative education, internships, practicums, and job shadowing opportunities.

Allow qualified students to participate in industry visits, hotel tours, and professional conferences.

Encourage joint participation in hospitality competitions and case studies.

Faculty Collaboration

Exchange guest lectures (virtual or in-person).

Share best practices in teaching, assessment, and accreditation standards.

Collaborate on research, applied projects, and workforce development initiatives.

Industry Partnerships

Coordinate joint engagement with hospitality employers, hotel brands, resorts, foodservice companies, and tourism organizations.

Promote career pipelines for graduates from both institutions.

Recruitment and Outreach

Conduct recruitment visits and informational sessions.

Promote awareness of transfer opportunities.

Support student transition from associate to bachelor's level education.

III. RESPONSIBILITIES OF TUSKEGEE UNIVERSITY

TU agrees to:

Provide transfer admission guidance for eligible CCAC students.

Accept approved transferable coursework consistent with institutional transfer policies.

Offer advising support to transfer students.

Provide access to upper-division experiential learning opportunities.

Participate in joint program promotion and recruitment activities.

IV. RESPONSIBILITIES OF CCAC

CCAC agrees to:

Provide academic advising to students interested in transferring to TU.

Align selected coursework with TU program requirements when feasible.

Inform students of transfer and scholarship opportunities.

Coordinate site visits, virtual meetings, and recruitment sessions.

Encourage student participation in collaborative activities.

V. JOINT RESPONSIBILITIES

Both institutions agree to:

Designate a program liaison/coordinator.

Hold at least one annual coordination meeting.

Share non-confidential program data to improve student success.

Support diversity, equity, and inclusion within hospitality education.

Promote professional conduct and FERPA compliance when sharing student information.

VI. TERM OF AGREEMENT

This MOU shall become effective on:

Effective Date: _____

The agreement will remain in effect for five (5) years and may be renewed upon mutual written consent.

VII. MODIFICATION AND TERMINATION

This MOU may be modified by mutual written agreement.

Either party may terminate this agreement with 90 days written notice.

Students currently participating in program activities will be allowed to complete planned experiences when feasible.

VIII. NON-BINDING NATURE

This MOU represents a statement of cooperation and intent. It does not create financial obligations unless specified in separate written agreements.

IX. CONTACT PERSONS

Tuskegee University – Hospitality Management Program

Name: Dr. Herbert C. Black

Title: Hospitality Management Program Coordinator

Email: hblack@tuskegee.edu

Phone: 334-727-8120

Community College of Allegheny County – Hospitality Management Program

Name: Michele Wehrle

Title: Hospitality Management Program Coordinator

Email: mwehrle@ccac.edu

Phone: 724-325-6637

X. SIGNATURES

For Tuskegee University

Signature: Thierno Thiam

Name: Thierno Thiam, PhD

Title: Provost & Senior VP for Academic Affairs

Date: 08/19/2026

For Community College of Allegheny County

Signature: Stephen H Wells

Name: Stephen H. Wells, PhD

Title: Provost & Chief Academic Officer

Date: 5/4/2026

Between

Tuskegee University – Bachelor of Science in Hospitality Management

and

Community College of Allegheny County – Associate of Science in Hospitality Management

I. PURPOSE

This Appendix establishes a transfer pathway allowing graduates of the CCAC Associate of Science in Hospitality Management degree to transfer into the Tuskegee University Bachelor of Science in Hospitality Management program with junior standing.

Students who complete the associate degree outlined below will transfer a minimum of 60 semester credit hours toward the bachelor's degree.

II. ADMISSION REQUIREMENTS

To qualify for the articulated pathway, students must:

Earn the Associate of Science in Hospitality Management from CCAC

Maintain a minimum cumulative GPA of 2.50 (recommended 2.75 for scholarships)

Earn a grade of C or higher in all transferable courses

Submit TU transfer application and transcripts

Meet Tuskegee University admission standard

III. TRANSFER CREDIT BLOCK

Students completing the approved CCAC degree will satisfy Tuskegee University:

Lower division hospitality core

General education foundation requirements (except TU-specific courses)

Free elective requirements (as applicable)between

IV. COURSE EQUIVALENCY GUIDE

A. GENERAL EDUCATION TRANSFER

CCAC Course Transfers to Tuskegee University

English Composition I	English Composition I
-----------------------	-----------------------

English Composition II	English Composition II
------------------------	------------------------

College Algebra College Algebra / Quantitative Reasoning
Introduction to Psychology or Sociology Social Science Core
Public Speaking Oral Communication Requirement
Computer Applications Information Technology Requirement
Humanities Elective Humanities Core
Natural Science w/ Lab Natural Science Core

B. HOSPITALITY CORE TRANSFER

CCAC Course TU Equivalent

Introduction to Hospitality Industry	Intro to Hospitality Management
Food & Beverage Management	Food and Beverage Operations
Sanitation & Safety	ServSafe / Sanitation Management
Front Office Operations	Lodging Operations Management
Hospitality Accounting	Hospitality Financial Management (Lower Division)
Event Planning	Event & Meeting Management
Hospitality Marketing	Hospitality Marketing Principles
Culinary Fundamentals	Hospitality Production Fundamentals
Internship / Cooperative Education	Hospitality Practicum Credit

V. COURSES TO BE COMPLETED AT TUSKEGEE UNIVERSITY (JUNIOR–SENIOR YEARS)

Students will complete approximately 60 upper-division credits, including:

Advanced Hospitality Leadership & Supervision
Hospitality Revenue Management
Strategic Hospitality Marketing
Hospitality Law & Risk Management
Hotel & Resort Management
Tourism & Destination Management
Hospitality Analytics / Technology

Senior Internship (300–600 hours)

Senior Capstone in Hospitality Management

TU Institutional Requirements

VI. ADVISING AND STUDENT SUPPORT

Both institutions agree to:

Provide transfer advising beginning in the first year at CCAC

Host at least one annual transfer information session

Provide campus visits or virtual orientation for CCAC students

Identify scholarship opportunities for transfer students

VII. SCHOLARSHIP CONSIDERATION (OPTIONAL – CAN KEEP OR REMOVE)

Tuskegee University will consider CCAC transfer students for:

Transfer academic scholarships

Hospitality program scholarships

Industry-sponsored awards (when available)

VIII. REVIEW AND REVISION

Faculty representatives from both institutions will review the articulation annually to ensure curriculum alignment and workforce relevance.

IX. EFFECTIVE DATE

This Appendix becomes effective upon signature of the primary MOU and remains active concurrently with that agreement.

SIGNATURES

Tuskegee University

Name: _____

Title: _____

Signature: _____

Date: _____

Community College of Allegheny County

Name: _____

Title: _____

Signature: _____

Date: _____