

# SUNY BROOME

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## Articulation Agreement

Between  
**Broome Community College  
Hospitality**  
PO Box 1017, Binghamton, New York 13902

And  
**Wayne-Finger Lakes BOCES**  
131 Drumlin Court  
Newark, NY 14513  
315-332-7400

**Finger Lakes Technical and Career Center**  
3501 County Rd 20  
Stanley, NY 14561  
585-526-6471

**Wayne Technical and Career Center**  
4440 Ridge Road  
Williamson, NY 14589  
315-589-2600

- Articulation agreements are intended to facilitate the progress of students by recognizing common curriculum elements.
- Articulation agreements should be developed between high school and college faculty for each specific curriculum area. Each agreement will be separate, designated to meet the needs of students as they progress through high school/college degree requirements.
- Faculty and administrators at your school should review the articulation agreement, obtain the signatures required, and return the completed form to the appropriate Department Chair at the college.
- The chairperson at Broome Community College will obtain the appropriate signatures at the college, and a copy of the completed contract will be returned to you.
- Every five (5) years, this agreement will be reviewed and new signatures will be obtained, verifying the agreement contents.
- Copies of the articulation agreement should be filed with the secondary school department office, and the Broome Community College Program Office.
- This articulation agreement for Wayne-Finger Lakes BOCES is valid for the period beginning August 22, 2025 and reviewed and renewed on August 22, 2030.

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## Broome Community College Course(s) Articulated:

<u>BHM 110</u>	<u>Sanitation &amp; Safety</u>	<u>3 # Credits</u>
Course Number	Title	SUNY Broome Credits

<u>BHM 216</u>	<u>Professional Cooking</u>	<u>4 # Credits</u>
Course Number	Title	SUNY Broome Credits

### SUNY Broome Community College agrees to:

1. Set up procedures at SUNY Broome to accommodate students from the participating secondary schools who earn articulated credit.
2. Establish opportunities for students who are enrolled in the articulated course(s) to meet program faculty and advisors prior to their first semester at SUNY Broome Community College.
3. Maintain follow-up files and closely monitor the academic progress of students in articulated programs.
4. Set up procedures to ensure that the articulated credit is posted on the student's college record at the appropriate time with the SUNY Broome Community College course number and name, the credits earned, and the notation "Proficiency credit granted."
5. Notify the participating secondary school of any curriculum changes to the articulated course that will affect the agreement.

### Secondary School agrees to:

1. Communicate the details of the articulation agreements to the high school principals, teaching staff, guidance personnel, students and parents.
2. Develop procedures for certifying that each student has satisfied the requirements for receiving articulated credit.
3. Develop methods for publicizing the articulation agreement in order to encourage students to take advantage of this opportunity.
4. Notify SUNY Broome Community College of any curriculum changes to the articulated course that will affect the agreement.
5. Notify students they are responsible for contacting the SUNY Broome Hospitality Programs Department after the College receives their official high school transcripts denoting the School course(s), to request a transfer credit evaluation (for Courses).

### Guidelines for awarding articulated credit:

1. The student must have completed the program specified by this agreement with a grade of "B+" or better, or 85% or better.
2. The student must meet the performance outcomes and competencies specified in the course outlines.
3. The student understands that if he/she is unable to make satisfactory progress in an advanced course in the area for which articulated credit is awarded, he/she may, at the discretion of the faculty, be required to complete a lower level course.
4. The student understands that he/she must complete 12 credit hours of course work with a GPA of 2.0 or better, at SUNY Broome before articulated credit will be posted on the transcript.

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5. The student understands that the awarding of articulated credit may shorten his/her time at SUNY Broome or the student may take advanced or enrichment courses in place of the articulated courses for which credit was awarded.

## Guideline for awarding articulated credit for BHM 110

1. The student must have passed the ServSafe Manager exam.
2. The student must currently be certified in CPR
3. The student must attend an equipment training to be given by a SUNY Broome employee at the SUNY Broome Culinary and Event Center.
4. The student must complete either the ServSafe Allergy training course or an AllerTrain course.

## Guidelines for awarding articulated credit for BHM 216:

1. The student must have completed the course(s) specified by this agreement with a grade "B" or better, or 80% or better.
2. The student must pass the practical exam provided by SUNY Broome and pass with a minimum of 75. This exam is to be proctored by 3 SUNY Broome employees approved by the Chair of the Hospitality Programs Department.
3. The student must have been awarded BHM 110 as well to receive this credit.

## SUNY Broome Community College:



Maria Montemagno, Chair and Professor, Hospitality Programs Department

8/29/25

Date



Dr. Jeff Anderson, Associate Vice President and Dean of Liberal Arts and Business & Professional Studies

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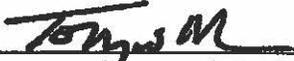
Date



Dr. Penny Kelly, Vice President, Academic Affairs

9/31/25

Date



Dr. Tony Hawkins, President

9/3/25

Date

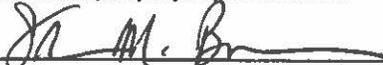
## Wayne-Finger Lakes BOCES



Michele Sullivan, Deputy Superintendent

10/1/25

Date

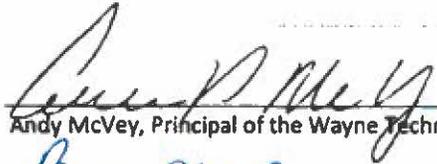


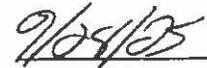
Shannon Brown, Director of Career and Technical Education & Workforce Development

9/24/25

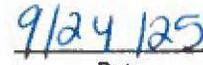
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Andy McVey, Principal of the Wayne Technical and Career Center

  
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Date

  
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Brittany Atkinson, Principal of the Finger Lakes Technical and Career Center

  
\_\_\_\_\_  
Date