

CARROLL COMMUNITY COLLEGE

2010 – 2011 Guide to Transfer

Carroll Community College is committed to providing the highest quality education to Carroll County citizens. Carroll offers:

- *Better value*
- *Better class size*
- *Better technology*
- *Better learning support*

This guide has been developed to facilitate transfer from Carroll Community College to four-year colleges and universities. The goal is to ensure that students planning to transfer are able to do so without loss of time, credit, or money; or duplication of courses.

If you would like transfer assistance, you may visit the Advising and Transfer Center, room A102, or call 410-386-8435 to speak with an academic advisor. Center hours are: Monday through Thursday 8:30 a.m. to 7:00 p.m. and Friday 9:30 a.m. to 4:00 p.m.

*For more information about transfer, check out
www.carrollcc.edu/transfer*

TABLE OF CONTENTS

	Page
Advising and Transfer Center	4
Two-Year and Four-Year Colleges and Universities	5
The Importance of Planning	6
Carroll Community College Majors	7 - 8
Choosing a Major at Carroll	9
Making a Major Decision	10
Choosing a College	11 - 13
College Visits	14
The Application	15
Financial Aid	16
ARTSYS	17 - 19
Frequently Asked Questions	20 - 22
Showcase of Maryland Schools	23 – 61
Maryland Higher Education Commission Student Transfer Policies	62 - 71
Carroll Community College Graduation Requirements	72 - 73

Notes

ADVISING AND TRANSFER CENTER

The Advising and Transfer Center in room A102 serves as a valuable resource for all students planning to transfer. The office provides extensive information for students, including college catalogs; applications; college search resources; ARTSYS; transfer seminars. 410-386-8435

Academic advising is available on a walk-in basis during the following hours:
Monday through Thursday, 8:30 a.m. to 7:00 p.m.
Friday 9:30 a.m. to 4:00 p.m.

The Transfer Tool: ARTSYS

Students transferring from Carroll Community College to any of the Maryland State colleges, Capitol College, the College of Notre Dame, Goucher College, Hood College, McDaniel College, Mount Saint Mary's University, Stevenson University, or Washington College should use ARTSYS, a computerized articulation system <http://artweb.usmd.edu> to select appropriate courses. See page 17 for more information about ARTSYS. In addition, students should talk to a counselor or academic advisor to ensure that selected courses contribute toward academic goals. The University System of Maryland maintains an informative website for transfer students. Please visit <http://mdtransfer.usmd.edu>.

ARTSYS

<http://artweb.usmd.edu>

Maryland Transfer Portal

<http://mdtransfer.usmd.edu>

TWO-YEAR AND FOUR-YEAR COLLEGES AND UNIVERSITIES

A four-year school is either a college or a university. A four-year college is a school of higher learning that grants the bachelor's (baccalaureate) degree in liberal arts or science or both. A university comprises more than one college (such as the College of Liberal Arts and the College of Agriculture) and also grants the bachelor's degree. Usually the bachelor's degree is a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.).

Community colleges are often referred to as "two-year" schools because full-time students may be able to complete an Associate of Arts degree in two years. If you complete about 30 credits per year, it will take you about two years to get your associate's degree. If you need to improve your skills, more time may be required. Many college students take developmental courses to prepare for college credit courses. If you take fewer than 15 credits a semester, consider summer or winter courses to speed your progress.

Associate of Arts programs at Carroll Community College are equivalent to the freshman and sophomore years of study at a four-year institution. **With planning, your A.A. program will match the requirements of your intended transfer institution.**

A bachelor's degree requires a total of about 120 credits.
Your 60 credit associate's degree can be about half of your bachelor's degree.

***If you don't know
where you're going,
it may take more credits
to get there.***

THE IMPORTANCE OF PLANNING

Carroll Community College courses transfer! Carroll makes every effort to maintain current and accurate transfer information; however, students should always verify information with the intended transfer school. Please consult an advisor to plan a program of study at Carroll that will transfer to the college of your choice. Unless students take advantage of the advising services offered, they can expect to lose credits in transfer. Make an appointment with a Carroll Community College advisor during any term.

- Every college degree program, whether an associate program or a baccalaureate degree program, has three components: general education, program requirements, and electives.
- Each college and major has them in slightly different proportions.
- Carroll Community College's general education requirements have been selected to accommodate the widest possible range of general education criteria.
- In Maryland, satisfying the general education requirements at a community college guarantees that all those credits transfer into the general education requirements of the University System of Maryland institutions.
- Most private colleges also accept these “gen. eds.” into their core requirements.
- Note, however, that there may be program requirements specific to your major which vary from institution to institution.
- Since each college or university, public or private, has different requirements, even within the University System of Maryland, the sooner you choose a direction, the more accurate your course selections can be.
- **Choose your transfer institution before completing 30 credits.**

**A bachelor's degree requires about
120 credits.**

**Without a transfer plan, some
Carroll credits may not transfer into
your baccalaureate program.**

***Plan your courses for maximum
transferability!***

CARROLL COMMUNITY COLLEGE MAJORS

Carroll Community College is a two-year institution which offers degrees in the Associate of Arts (A.A.); the Associate of Arts in Teaching (A.A.T); the Associate of Science (A.S.); and the Associate of Applied Science (A.A.S.)

Associate of Arts in Teaching (A.A.T.)

Early Childhood Education/ Early Childhood Special Education
Elementary Education/Elementary Special Education
Secondary Education -- Chemistry, English, Mathematics, or Spanish

Associate of Science (A.S.)

Nursing--R.N.

Associate of Arts (A.A.) -- TRANSFER PROGRAMS

Arts and Sciences
Business Administration
Computer Engineering
Criminal Justice
Dental Hygiene
Diagnostic Medical Sonography*
Electrical Engineering
Engineering, Computer and Electrical
Exercise Science
Forensic Studies
General Studies
Health Sciences
Legal Studies
Music
Nuclear Medicine Technology
Nursing
Paralegal Studies
Psychology
Radiography
Sociology, Anthropology, and Social Work
Teacher Education
Theatre
Visual Art

**Start any bachelor's
degree at Carroll
Community College**

Continued on next page...

Associate of Applied Science (A.A.S.)

Accounting
Cardiovascular Technology*
Computer-Aided Design
Computer Graphics
Computer Information Systems
Early Childhood Education
Emergency Medical Services*
Health Information Technology
Law Enforcement
Nuclear Medicine Technology*
Physical Therapist Assistant
Radiography*
Respiratory Care*
Surgical Technology*
Technical and Professional Studies

Certificates and Letters of Recognition

Accounting
Administrative Assistant
Art History
Cardiovascular Technology*
Computer-Aided Design
Computer Graphics
Computer Information Systems
Criminal Justice
Early Childhood Education
Emergency Medical Services*
Health Information Technology
Legal Secretary
Medical Transcription
Nursing - Practical
Office Technology
Visual Art-Studio

*Degrees or certificates awarded by Frederick Community College; Howard Community College; or the Johns Hopkins Hospital Medical Imaging program.

CHOOSING A MAJOR AT CARROLL COMMUNITY COLLEGE

Many students begin at Carroll Community College with plans to transfer to earn baccalaureate degrees at other colleges and universities. Carroll offers many majors for transfer students (see previous pages). You may ask, **“How can I start at Carroll Community College if Carroll does not offer my major?”**

- Many transfer students use Arts and Sciences or General Studies as their Carroll Community College major and take classes to satisfy the first 60 credits of their bachelor’s degree requirements.
- Arts and Sciences and General Studies have been designed to be flexible and to accommodate a variety of classes. With an eye on the larger goal of transferring to a four-year institution and earning a baccalaureate degree, students select courses within the framework of Arts and Sciences or General Studies in preparation for transfer into bachelor’s degree programs in almost any other area.
- Business majors may choose Carroll’s Business degree. If you are planning to major in Education, you should follow the appropriate AAT program in the catalog.

If you are planning to transfer, please consult an advisor for the most appropriate program of study for your particular situation. Advisors will recommend ARTSYS to assist in the course selection process within the University System of Maryland.

Begin any bachelor’s at Carroll Community College

MAKING A MAJOR DECISION

For many students, the process of choosing a college starts with a decision about what they want to do with their lives! What career or occupation have you chosen for yourself? Although this is not usually an easy decision, enrolling in college demands that a decision be made. – preferably **before 30 credits** are completed. Studies have shown that students with a career plan are more likely to do well academically and graduate.

The importance of developing career focus cannot be overstated. Many students put off making this difficult decision. The consequences of last minute transfer planning may result in loss of credit resulting in: Students having freshman and sophomore level classes to take after transfer; courses completed at Carroll are not required or accepted by the transfer institution; prerequisites for the major may have been overlooked. A variety of services and programs provide opportunities to avoid these scenarios.

Career Counseling: Career Center A-118

Visit the Career Center, or call 410-386-8253 to schedule an appointment to talk about career choices. The career coordinator may discuss your interests, skills, and personality preferences as they relate to career and major selection. The office provides computerized career guidance, as well as many occupational resources.

CAR-100, Career Development as a Life Process

Take the career development course, offered every semester. This course is designed to help you get an in-depth look at yourself and the world of work. Successful completion can assure good career decisions--and you earn three credits!

Website

Visit www.carrollcc.edu/services/career for information about self-assessment; “What can I do with a major in..”; and other online services including College Central Network – an online job board designed to connect students with local employers. Students can register and post resumes online, as well as research employment listings.

Discover

Discover is a computer-based assessment of interests, abilities, and values. Contact the career coordinator at 410-386-8523 to receive a login code.

Career Café

Every month Career Café will be open in the Great Hall to provide information on specific topics related to careers. Watch the menu board or just drop in!

Opportunities Fair

An Opportunities Fair is scheduled every fall to provide students with an opportunity to learn about majors and service learning opportunities. **September 29, 2010**

CHOOSING A COLLEGE

When choosing a transfer institution, consider.....

Programs of Study

Is your major offered at the college(s) you are considering? Not all colleges offer all majors. In addition, some colleges are better known for certain programs of study than others.

Degree Type

A.A. (Associate of Arts), B.A. (Bachelor of Arts), B.S. (Bachelor of Science), M.S. (Master of Science), or M.A. (Master of Arts). Researching occupations, both in the Advising and Transfer Center (room A102) and in the employment section of the help wanted ads, will help you determine what you will need for particular careers.

Cost

While cost is certainly a primary consideration, do not automatically eliminate a choice before talking to one of the admissions counselors at your intended transfer institution. You may discover scholarships and other sources of financial aid.

Size

Do you prefer a small college or can you fit in comfortably at a large university?

Location

If you will be a commuter student and are seeking a bachelor's degree, your choices are narrowed to one of the many local colleges. Carroll students are fortunate to have the following colleges within driving distance:

- Baltimore International College
- Bowie State University
- Capitol College
- College of Notre Dame of Maryland
- Coppin State University
- Goucher College
- Hood College
- The Johns Hopkins University
- Loyola University
- Maryland Institute College of Art
- McDaniel College
- Morgan State University
- Mount Saint Mary's University
- College of Notre Dame of Maryland

(continued)

- Sojourner-Douglass College
- Stevenson University
- Strayer University
- Towson University
- University of Baltimore
- University of Maryland at Baltimore
- University of Maryland Baltimore County
- University of Maryland College Park
- University of Maryland University College
- Washington Adventist University

Additionally, many Carroll students plan to transfer to other local community colleges to complete an associate's degree in a career field. Carroll has joined an Allied Health Consortium with Howard and Frederick Community Colleges to allow for students to participate in specific programs at home-county rates. Participating programs are:

- Cardiovascular Technology: Howard Community College
- Emergency Medical Services: Howard Community College
- Nuclear Medicine Technology: Frederick Community College
- Physical Therapist Assistant: Carroll Community College
- Respiratory Care: Frederick Community College
- Surgical Technology: Frederick Community College

Other local options:

- Diagnostic Medical Sonography, Nuclear Medicine Technology, and Radiologic Technology: The Johns Hopkins Hospital
- Radiography: Hagerstown Community College

... and many more. Please ask an academic advisor to help you to investigate transfer requirements so that you can select appropriate classes at Carroll.

If you plan to move away from home, you have a wider range of options. What region of the country do you prefer? Would you like to live in a city or the country? This is your chance to consider many options. Don't let apprehension about an unknown area stop you from investigating.

CHOOSING A COLLEGE, PART 2: WHERE TO GO FOR INFORMATION ABOUT TRANSFER COLLEGES

Advising and Transfer Center

Start your college search online: The **Discover** database has information you need to help you prioritize preferences such as majors, cost and location. This computer program can be used to develop a list of local or national colleges that meet your specifications. Call 410-386-8523 for a login code.

Many guides to choosing a college are available as well. Peruse Peterson's Four-Year Colleges or the College Board's College Handbook. Although most information is online, the Advising and Transfer Center has paper catalogs from Maryland, Delaware, Pennsylvania, Virginia, and West Virginia as well as selections from other states. Applications, pamphlets and brochures from local colleges are usually available. Most colleges supply brochures that explain financial aid, housing, student life, majors, services, or transferring. Read what colleges say about themselves.

Virtual Visits

Try a virtual visit! Check the college's web site to find out more about student life and programs at potential colleges. This *Carroll Community College Guide to Transfer* contains many internet addresses. Additionally, www.carrollcc.edu/transfer provides easy access to colleges via virtual links.

Recruiter Visits

Some colleges make special visits to Carroll to meet with groups of interested students. The Advising and Transfer Center posts a current list of these scheduled visits. See the Calendar at www.carrollcc.edu/transfer.

Transfer Fairs

Every fall and spring semester, Carroll Community College sponsors a Transfer Fair, where representatives from approximately 40 colleges and universities are available to meet with students in the Great Hall. This year, the fall Transfer Fair will be held on **Tuesday, October 5, 2010**. The Spring Transfer Fair will be held on **Thursday, March 3, 2011**. Look for detailed information as the time nears.

After you have collected reference information... compare! Do some of these colleges offer everything you are looking for? Do some sound really perfect? Now that you know something about prospective colleges, it is time to check them out first hand.

COLLEGE VISITS

The most valuable information is the information you gather yourself. Choosing your college is choosing a home. Select one that feels comfortable. The best way to test the match is to talk to representatives of the college and to visit the campus for a closer look.

Visiting a college of your choice can give you an intuitive feel for the suitability of a particular college. Colleges frequently sponsor open houses for visitors and potential students during which faculty, admissions personnel, and students offer information. Open House dates are scheduled for the academic year by each institution. Please check with your receiving institution or the Carroll website at www.carrollcc.edu/transfer

Carroll Community College arranges several transfer road trips each semester. Beginning September 1, sign up for a trip at the Cashier's Office. Sample trips:

****Towson University: Friday, October 15, 2010***

****UMBC: Friday, October 29, 2010***

**Check out the complete list of open houses
and transfer road trips on the transfer
website**

***For details, visit the Cashier's Office after August**

THE APPLICATION

After you have selected potential transfer colleges, start the application process. It is a good idea to apply to more than one college; if you are not selected for one, or if you change your mind, you will have a back-up.

Review the application process online and apply online, as requested by the receiving institution. Applicants apply for admission either as "Transfer" or "Native" students. Transfer status is awarded to students who have achieved a minimum number of credits, ranging from 12 to 60, depending on the institution.

Each college sets its own standard for the minimum grade point average for transfer students. The Maryland Higher Education Commission (MHEC) has set the minimum standard for community college students with at least 56 credits at 2.00 to be acceptable at public four-year schools.* Some programs of study are classified as Limited Enrollment Programs or Selective Admissions and may require a higher grade point average, certain prerequisite coursework, or an additional application. Admission to the college or university does not guarantee admission into a particular program of study.

Submit your application and required documents **before** the published application deadline. **Towson requires that applicants for the fall semester apply by February 15. Some scholarships are available only to students who apply for early admission – sometimes as early as November.** Be prepared to submit references and transcripts as requested. Some colleges require an essay. Consult the Advising and Transfer Center; the Academic Center; or the Library for advice on writing an essay. Have a trusted mentor or teacher look it over before you submit it. Application fees range from \$30.00 to \$50.00 or more.

Arrange for official Carroll transcripts to be sent, as well as transcripts from any other college(s) you may have attended. Complete a Transcript Request Form in the Records Office. Each transcript from Carroll Community College costs \$2.00. Only you can request that transcripts be sent; parents cannot make the request for you because of the signature requirement. If you have a transcript sent before finishing your last semester, **remember to have a final transcript sent when you have completed your courses.**

*** This is one of the great advantages of a community college education. State schools are increasingly selective about freshman admissions.**

FINANCIAL AID

In order to apply for student financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). File online at www.fafsa.ed.gov. A web worksheet is available online or in the Financial Aid Office, A-114. The FAFSA is good for only one academic year; a renewal application must be filed each year beginning on January 1.

The priority deadline for consideration for Maryland Higher Education Commission (MHEC) need-based grants is March 1 each year. Some MHEC programs require additional applications besides the FAFSA. For more information about MHEC programs, visit online at www.mhec.state.md.us.

It is recommended that all federal income tax returns be completed by the March 1 deadline in order to avoid estimating and later submitting changes to family income figures. Keep copies of all tax documents used to file the FAFSA; your school may ask for them later.

Contact the Financial Aid Office at each potential transfer college to find out if additional forms are required. Each institution participates in different financial aid programs with different priority deadlines for best consideration. Check out the colleges' websites and catalogs.

Many public libraries offer scholarship resources that may be useful in your search for options. The Advising and Transfer Center offers several financial aid resources. You may also inquire about Phi Theta Kappa (PTK) transfer scholarships.

NOTE: For best consideration for any type of student financial assistance, respect deadlines and apply early!

ARTSYS <http://artweb.usmd.edu>

Carroll Community College participates in the University System of Maryland's computerized articulation system known as ARTSYS. This system offers transfer guidance, including Recommended Transfer Patterns (RTP's) to the following schools:

Bowie State University
Capitol College
College of Notre Dame of Maryland
Coppin State University
Frostburg State University
Goucher College
Hood College
McDaniel College
Morgan State University
Mount Saint Mary's University
Saint Mary's College of Maryland
Salisbury University
Stevenson University
Towson University
University of Baltimore
University of Maryland at Baltimore
University of Maryland Baltimore County
University of Maryland College Park
University of Maryland Eastern Shore
University of Maryland University College
Washington College

University System of Maryland web site, <http://mdtransfer.usmd.edu>, features tools to assist students in the college selection process. The site offers links to participating institutions, search-for-majors tools, financial aid information, and developments at each institution. ARTSYS can be reached from the above site or directly at <http://artweb.usmd.edu>. ARTSYS enables students to check course equivalencies and provides Recommended Transfer Programs which list suggested courses within the first 60 credits for particular majors and receiving institutions.

Samples of these **Recommended Transfer Programs** (RTPs) follow. Notice that there are different requirements for each college and each major. An advisor can show you how requirements at Carroll mesh with requirements at your receiving institution. In this way, students work toward transfer/bachelor's degree requirements and Carroll graduation requirements with each course.

For students interested in transferring out-of-state, the University of Maryland has a comprehensive transfer site: <http://www.tce.umd.edu>

ARTSYS SAMPLE

Please speak with a Carroll Community College academic advisor for clarification of this recommended transfer program.

ARTSYS SAMPLE

Please speak with a Carroll Community College academic advisor for clarification of this recommended transfer program.

FREQUENTLY ASKED QUESTIONS

Q: How do I get a Carroll transcript sent to another college?

A: Complete a Transcript Request Form from the Records Office (room A-112) and pay the \$2.00 fee at the cashier's window. Or download the form from our website and fax to the Records Office.

Q: Do I have to mail my application to my transfer college before I request that my transcript be sent?

A: Either may be mailed first.

Q: Should I have a transcript sent before I finish at Carroll?

A: Yes! Don't miss your deadline! You will send a final transcript at the end of your last semester at Carroll.

Q: What if I never took SATs?

A: Most four-year schools do not require SATs from a transfer student. In general, completing at least 30 credits at a community college exempts you from SAT requirements. Your record at Carroll is the primary determiner of your acceptability.

Q: Will a grade of "D" be accepted in transfer?

A: It depends on the requirements of the college and for which course you received a "D." Check the receiving institution's application, web site, and/or catalog for transfer regulations for your future college and major. Carroll advisors can help you to locate specific transfer information.

Q: Will the four-year college do an evaluation of my transfer credit before I enroll?

A: Perhaps. Often, a four-year college will not formally evaluate your transfer credits until you pay your application fee and enroll. With the help of ARTSYS and an academic advisor, however, you should be able to compute the number of transferable credits.

***To find answers,
ask questions!***

Q: How long will it take me to complete my associate's degree?

A: It depends on your personal circumstances. Will you attend part-time or full-time? Community colleges are often thought of as "two-year" schools, but many students need more than two years to complete a degree here at Carroll.

Employment obligations often limit the number of credits that can be completed successfully each semester. For full time students, working more than 20 hours a week is associated with poorer grades. Students are technically full time if they carry 12 or more billable hours each semester. *Note, however, that if you complete only 12 credits per regular semester (excluding winter and summer terms), you accumulate only 48 credits in two years – not enough for a degree.*

Go online and use the Degree Audit option on WebAdvisor to plot your progress.

Q: How long will it take me to complete my bachelor's degree?

A: Will you attend part-time or full-time? Have you planned your transfer from the beginning? If you have changed majors, you may have coursework to make up. Because many students work a lot and because it is common that students change their majors, the usual time to completion for a bachelor's degree for a full-time student from the time you start college here at Carroll may be more than four years. If you would like a complete plan, make an appointment with an advisor.

Q: When I earn an associate's degree from Carroll, should I assume that it transfers?

A: With the exception of the AAT, credits associated with courses, not degrees, transfer. So, to be sure you transfer the maximum number of credits, investigate your options in the Advising and Transfer Center. Some Carroll courses may not be applicable to your program of study.

Q: How do I know what courses to take?

A: Before registering for classes, consult an advisor and ARTSYS to decide on appropriate courses.

Q: Is it better to transfer early or to stay and get an associate's degree?

A: If you get an associate's degree from Carroll, you will be accepted at any University of Maryland System institutions. (Some programs have competitive admissions, however.) In general, it's preferable to have a completed degree program on your academic record and resume. Employers and/or transfer institutions look favorably on degree completers. Degree-completers may qualify for more financial aid.

Q: What is the maximum number of credits I can transfer?

A: 60-70, depending on the college.

Q: When do I have to decide on a major and a college?

A: The sooner the better! In general, an advisor can guide you so that your first 15 or 20 credits apply to most programs and colleges. (Even in the beginning, you could make the "wrong" choice. Different majors require different mathematics courses, for example.) Make your decision before completing 30 credits. Don't take the risk that your course selections will not be appropriate and will be unnecessary for your ultimate program.

Q: What if I change my mind?

A: It is normal to change your mind! Sometimes you need to experience different courses or jobs before you can really know what you want. Most students change their major at least once. It means that you may have taken courses that your new program of study does not require. And you may have omitted a course or two (or three or four) that you will need. Time and money.

Q: How does the associate's degree fit into my plan to get a bachelor's degree?

A: With planning, the first 60 - 63 credits towards your baccalaureate degree can be completed at Carroll. The associate's degree comprises these credits. Most programs of study require a total of 120 credits or more, so you will need about 60 more after you transfer. How long does it take you to complete 60 credits? Can you complete 30 a year? That's 15 per regular semester; or you could take some in the winter or summer terms.

Q: Can I transfer credits to Carroll Community College?

A: Yes. Have official transcripts from the college or university sent to the Records Office at Carroll Community College. Once a completed Enrollment Application and official college transcripts are received, credits will be evaluated toward your chosen program of study. You will receive written notification when the evaluation is complete. **You can even have credits transferred back to Carroll after you transfer to a four-year institution. If you transfer before completing coursework for an associate's degree, you may be able to transfer credits and still receive an associate's degree.**

Q: How do I find out which colleges have the best programs?

A: The Advising and Transfer Center has books that list colleges noted for particular majors. Remember that the assessment of "best" schools is based on subjective data. It is advisable to visit likely schools and make your own assessment.

SHOWCASE OF MARYLAND COLLEGES AND UNIVERSITIES

How to Use This Section:

For each college or university, the *Carroll Community College Transfer Handbook* lists the college's **name, address, phone number, and internet address**. If you will be writing to request information, be sure to address your letter to the appropriate person or department. If you are forwarding your application or transcripts, be sure to direct your correspondence to the Office of Admissions, or follow the directions on the application form or transcript request form.

Next, in the heading of the listing, is an estimated number of **undergraduate students**. This figure will be followed by the name of the **transfer coordinator**. This person may visit Carroll for the Transfer Fair and can serve as your transfer contact.

In smaller type, the next paragraph gives a **brief description** of the college's campus or programs.

The figure listed for **tuition and fees** is an estimate of **annual** (unless stated otherwise) in-state tuition and fees for the 2010-2011 academic year. This figure does not include living expenses (room and board). Some colleges enroll part-time students at a per-credit rate, or establish fees by other criteria. The figures are listed for comparison purposes; please check with the colleges for their most current fee schedules. Other fees, specific to courses or programs, may also apply.

Finally, each listing includes a list of **majors** for the college.

College information was current at the time of publication; please check with the colleges for updated information.

Baltimore International College
Commerce Exchange
17 Commerce Street
Baltimore, Maryland 21202-3230
410-752-4710 or 1-800-624-9926
www.bic.edu

The mission of Baltimore International College, a Middle States and an ACF accredited, independent college, is to provide qualified students with the education and experience they need to pursue progressive careers within the international hospitality industry.

Annual Fulltime Undergraduate Tuition and Fees: Varies by student status

Majors:

Culinary Arts
Hospitality Management

Bowie State University
Jericho Park Road
Bowie, Maryland 20715
301-860-3426

www.bowiestate.edu

5,617 Undergraduate students

Transfer Coordinator: Shirley Holt

The oldest historically Black institution of higher education in Maryland, Bowie State University serves a diverse student body and remains a leader in the graduation of African Americans in teacher education and technological fields. Bowie State provides affordable education in nearly 50 degree programs and has particular strengths in computer science, management, information systems, business administration, counseling psychology, teacher education and nursing. The suburban campus is located near Washington, D.C., Baltimore, and Annapolis.

Annual Fulltime Undergraduate Tuition and Fees: \$ 8,319

Majors:

Biology

Business Administration

Accounting; Banking and Finance,
Business Information Systems;
Business Technology; General
Business; Economics; Management;
Marketing; Procurement and
Contracting

Communications Media

Broadcast Production; Media
Management; Print Journalism;
Public Relations; Telecommunication

Computer Science

Computer Technology

Early Childhood Education

Special Education

Elementary Education

English

English Education

Fine Arts

Computer Graphics

Music and Music Technology

History and Government

Government; History: History
Education; Social Studies

Mathematics

Applied and Computational; Dual
Mathematics/Engineering;
Mathematics Education; Pure
Mathematics

Military Science

Nursing

Pedology

Psychology

Science Education

Social Work

Sociology

Sport Management

Technology

Business; Computer Science;
Criminal Justice; Law Enforcement;
Human Services

Theatre

Capitol College
11301 Springfield Road
Laurel, Maryland 20708
800-950-1992
www.capitol-college.edu
400 Undergraduate students

The Capitol College 52-acre campus is located midway between Baltimore and Washington, DC. The curriculum contains a unique blend of hands-on laboratory work and theoretical classroom study. This curriculum, coupled with an average class size of 14 students, creates a personalized learning environment. The college boasts a 95% job placement rate.

Annual Fulltime Undergraduate Tuition and Fees: \$ 20,552

Majors:

Astronautical Engineering
Business Administration
Computer Engineering
Computer Engineering Technology
Computer Science
Electrical Engineering
Electronics Engineering Technology
Information Assurance
Management of Information Technology
Software and Internet Applications
Software Engineering
Telecommunications Engineering Technology

The College of Notre Dame of Maryland
4701 North Charles Street
Baltimore, Maryland 21210
410-532-5152
www.ndm.edu
650 Undergraduate students
Transfer Coordinator: Sharon Bogdan

The College of Notre Dame of Maryland, a liberal arts college for women, is a friendly, supportive college community. As a women's college with a strong academic and career orientation, Notre Dame emphasizes traditional values and personal growth in an environment of support and personal attention. In addition, Notre Dame offers an extensive weekend college program. The Academic Consortium enables students to take classes at neighboring colleges and universities including Johns Hopkins, Loyola, Morgan, Goucher, Coppin, Maryland Institute College of Art and Towson. The College of Notre Dame has a long-standing commitment to making a Notre Dame education an affordable option for every student who applies. Merit, talent, and leadership/service scholarships are available to transfer students. Transfer scholarships, valued at one half of tuition, are awarded to students with exceptional academic achievement. \$6,000 per year is guaranteed to women who complete an associate's degree at Carroll Community College.

Annual Fulltime Undergraduate Tuition and Fees: \$ 28,350

Majors:

Art	English
Biology	History
Biology and Psychology	International Studies
Business	Liberal Arts
Chemistry	Mathematics
Classical Studies	Modern Foreign Languages
Communication Arts	Nursing
Computer Information Systems	Philosophy
Computer Science	Physics
Criminology and Social Deviance	Political Science
Digital and Media Art	Psychology and Sociology
Economics	Radiological Sciences
Education	Religious Studies
Engineering	

Coppin State University
2500 West North Avenue
Baltimore, Maryland 21216
410-951-3600 / 800-635-3674
www.coppin.edu
4,200 Undergraduate students
Transfer Coordinator: Deborah Childs

Set on 45 acres near Baltimore's Inner Harbor, Coppin State University is a Historically Black College providing academic programs in the arts and sciences, teacher education, nursing, graduate studies, and continuing education. This fully accredited residential campus serves Baltimore residents as well as students from around the world. Coppin offers flexibility in course scheduling with convenient day, evening, and weekend classes. Transfer scholarships are awarded annually: Gold Merit (\$1,500/year for 56 credits with a 2.8 cumulative GPA) and Blue Merit (\$800/year for 25 credits with a 2.5 GPA).

Annual Fulltime Undergraduate Tuition and Fees: \$ 5,547

Majors:

Applied Psychology	History
Biology	Interdisciplinary Studies
Chemistry	Management Science
Computer Science	Mathematics
Criminal Justice	Nursing
Early Childhood Education	Political Science
Elementary Education	Social Science
English	Social Work
Entertainment Management	Sociology
General Science	Special Education
Global Studies	Sports Management
Health Information Management	Urban Arts

Dickinson College
P. O. Box 1773
Carlisle, PA 17013-2896
717-245-1047 or 800-644-1773
www.dickinson.edu
2,200 Undergraduate students
Transfer Coordinator: Dorothy Scheneman

**Carroll has a
transfer
agreement with
Dickinson College**

Dickinson is a top-tier, selective, national liberal arts college—private, coeducational and residential with extraordinarily strong programs in foreign languages, international studies, business, pre-law, the sciences and education. One or two competitive PTK scholarships are awarded each year.

Annual Fulltime Undergraduate Tuition and Fees: \$ 41,170

Majors:

Arts & Humanities

Arabic
Archaeology
Art & Art History
Chinese
Classical Studies
Creative Writing
Dance and Music
English
Film Studies
French
German
Greek
Hebrew
Italian Studies
Journalism
Judaic Studies
Latin
Linguistics
Medieval and Early Modern Studies
Music
Philosophy
Religion
Russian Language and Literature
Spanish and Portuguese
Theatre and Dance

Natural Sciences

Astronomy
Biochemistry and Molecular Biology
Biology
Chemistry
Computer Science
Earth Science
Environmental Science/Environmental Studies

Geology
Mathematics
Neuroscience
Physics

Social Sciences

Africana Studies
American Studies
Anthropology
Business
Community Studies
East Asian Studies
Economics
Education
Global Mosaics
History
International Business and Management
International Studies
Law and Policy
Middle East Studies
Policy Management
Political Science
Psychology
Science, Technology, and Culture
Sociology
Women and Gender Studies

Special Programs

Army ROTC
Japanese
Health Studies
Latin American Studies
Military Studies
Secondary Teaching Certification
Security Studies

Frostburg State University
Frostburg, Maryland 21532
301-687-4400
www.frostburg.edu
4,755 Undergraduate students
Transfer Coordinator: Danielle Foote

Situated in the mountains of Allegany County, Frostburg State is Western Maryland's regional university. The only four-year UMS institution west of the Baltimore-Washington area, FSU also serves as the region's premier educational and cultural center. Strong programs in the liberal arts, business, computer science, physical education and environmental studies draw students from around the world. A low student-faculty ratio permits close personal attention.

Annual Fulltime Undergraduate Tuition and Fees: \$ 6,904

Majors:

Accounting	Health & Physical Education
Applied Physics	History
Art and Design	Information Technology
Athletic Training	International Studies
Biology	Interpretive Biology and Natural History
Business Administration	Law and Society
Chemistry	Liberal Studies
Communication Studies	Mass Communication
Computer Information Systems	Mathematics
Computer Science	Music
Criminal Justice	Nursing
Earth Science	Philosophy
Economics	Physics
Elementary/Early Childhood Education	Political Science
Engineering	Psychology
English	Recreation and Parks Management
Environmental Analysis and Planning	Social Science
Ethnobotany	Social Work
Exercise and Sport Science	Sociology
Finance	Theatre
Foreign Language and Literature	Urban and Regional Planning
Geography	Wildlife and Fisheries

Frostburg State University, USMH
32 West Washington Street
Hagerstown, MD 21740
240-527-2712 or 2708
240-527-2782 (fax)
www.frostburg.edu

Frostburg State University maintains a campus in Hagerstown, located in the University System of Maryland Hagerstown facility in a newly renovated historic building in downtown Hagerstown. The Hagerstown campus offers upper-division coursework necessary to complete baccalaureate degrees in the following majors.

Annual Fulltime Undergraduate Tuition: \$ 5,252

Majors:

Business Administration
Early Childhood Education
Elementary Education
Liberal Studies
Sociology

Goucher College
Baltimore, Maryland 21204
410-337-6100
www.goucher.edu
1,500 Undergraduate students
Transfer Coordinator: Joshua Stober

Founded in 1885, Goucher is a private, coeducational liberal arts and sciences college on 287 acres in suburban Towson. Students come from most of the 50 states and several foreign countries. The core curriculum provides a firm grounding in the liberal arts, and every student must complete an off-campus experience. Goucher participates in a cooperative program enabling students to take a limited number of courses at neighboring institutions such as the Johns Hopkins University and Maryland Institute College of Art. The college also participates in NCAA Division III athletics.

Annual Fulltime Undergraduate Tuition and Fees: \$ 35,142

Majors:

American Studies	History and Historic Preservation
Anthropology	Mathematics
Arabic	Microbiology
Art and Art History	Music
Biology	Peace Studies (minor)
Business Management	Philosophy
Chemistry	Physics
Communications and Media Studies	Pre-Law
Computer Science	Pre-Medicine
Dance	Psychology
Economics	Religion
Elementary and Special Education	Russian
Engineering (3-2 with Hopkins)	Sociology
English	Spanish
French	Theater

Hood College
Frederick, Maryland 21701-8575
301-696-3400
www.hood.edu
1,432 Undergraduate students
Transfer Coordinator: Elizabeth Gorman

**Carroll full-time
students may take
one free class at
Hood each
semester!
Please see an
advisor for details.**

Hood College is a private institution of higher learning with an established tradition of providing comprehensive academic programs. Recognized for its emphasis on the interaction between the liberal arts and sciences and professional studies, Hood College strives to prepare students for the challenges of the future.

Annual Fulltime Undergraduate Tuition and Fees: \$ 29,440

Majors:

Art and Archaeology	History
Biology and Environmental Science	Languages
Chemistry and Biochemistry	Law and Society
Communication Arts	Management
Computer Science	Mathematics
Economics	Music
Comparative Market	Philosophy
Economics; Global Economy	Political Science
Education	Psychology
Early Childhood; Elementary/Special	Religion
Education, Secondary *	Social Work
English	Sociology
Environmental Science and Policy	

*Certifications in Art, Biology, Chemistry, English, French, History, Math, and Spanish.

**The Johns Hopkins Hospital
School of Medical Imaging
8 Market Place, Suite 600
Baltimore, Maryland 21202
www.radiologycareers.rad.jhmi.edu
410-528-8208
Transfer Coordinator: Jay Rhine**

The Johns Hopkins Hospital is recognized as one of the world's leading medical institutions. The Department of Radiology conducts three training programs in medical imaging technology leading to certification. Students participating in these challenging programs have an opportunity to master a technologically sophisticated discipline in an institution which is at the forefront of medical care, research, and teaching.

The Nuclear Medicine Technology Program provides students with comprehensive instruction in radioisotope imaging using state-of-the-art equipment. Students learn routine diagnostic examinations, SPECT, PET imaging, PET/CT imaging, radiopharmacy, and therapeutic applications. \$7,500/14 month program; Up to 15 students accepted.

The Diagnostic Medical Sonography Program provides thorough preparation for a career in ultrasound imaging. The program includes a familiarization with routine diagnostic exams including specific areas of high-risk obstetrics, general abdomen, small parts, pediatrics, neurosonography, and peripheral vascular imaging. \$10,000/14 month program; up to 15 students accepted.

The Radiography Program provides students with a well-rounded education in the exceptionally diverse discipline of x-ray imaging. The training includes routine diagnostic imaging, trauma/emergency radiography, orthopedic and pediatric techniques. Students are also introduced to CT and Mammography. For those wishing to continue their education after graduation, the school offers comprehensive programs in CT and MRI. \$6,000/18 month program; up to 25 students accepted.

Tuition and Fees: above, by program

Programs:

Diagnostic Medical Sonography
Nuclear Medicine Technology
Radiography

Please request the recommended course lists in the Advising and Transfer Center, room A102.

The Johns Hopkins University
3400 North Charles Street
Baltimore, Maryland 21218-2683
410-516-8171
www.jhu.edu
4,417 Undergraduate students
Transfer Coordinator: John Birney

Founded in 1876, Johns Hopkins is America's first research university. The 140-acre campus is spacious, wooded, and quiet, but within the busy city of Baltimore. Undergraduate studies are centered in the School of Arts and Sciences and the School of Engineering, both located on the Homewood campus. Hopkins students represent all 50 states and 71 foreign countries.

Annual Fulltime Undergraduate Tuition: \$ 40,680

Majors:

Africana Studies	General Engineering
Ancient Law	Geography
Anthropology	Global Environmental Change
Applied mathematics and Statistics	German
Archaeology	History
Behavioral Biology	History of Art
Biology	History of Science and Technology
Biomedical Engineering	International Studies
Biophysics	Italian
Chemical and Bionuclear Engineering	Latin American Studies
Chemistry	Material Science and Engineering
Civil Engineering	Mathematics
Classics	Mechanical Engineering
Cognitive Science	Natural Sciences
Computer Engineering	Near Eastern Studies
Computer Science	Neuroscience
Earth and Planetary Science	Philosophy
East Asian Studies	Physics
Economics	Political Science
Electrical Engineering	Psychology
Engineering Mechanics	Public Health Studies
English	Romance Languages
Environmental Earth Sciences	Sociology
Environmental Engineering	Spanish
Film and Media Studies	Writing Seminars
French	

Johns Hopkins University Carey Business School
201 Shaffer Hall
3400 North Charles Street
Baltimore, MD 21218
www.carey.jhu.edu
410-516-4234
Transfer Coordinator: Denise Dean

The Johns Hopkins Carey Business School builds on a tradition of business education at Johns Hopkins University dating back to 1916. Johns Hopkins has offered graduate degrees in business since the 1960's. Now Carroll students may take advantage of an opportunity to earn a bachelor of science in Business with a new transfer agreement. Applicants to the Carey Alliance Program for Excellence must complete an Associate degree with a minimum 3.5 GPA and will be eligible for a \$1,500 scholarship.

Annual Fulltime Tuition: \$ 22,500 (\$750/credit)

Majors:
Business

Loyola University
4501 North Charles Street
Baltimore, Maryland 21210
410-617-5012
www.loyola.edu
3,500 Undergraduate students
Transfer Coordinator: Maureen Finnegan

Loyola College is a liberal arts institution with a long history of academic excellence and a recent history of dramatic growth and development. Founded in 1852 by the Jesuit Fathers, the College is affiliated with the Catholic Church and is open to students from all religious backgrounds.

Annual Fulltime Undergraduate Tuition and Fees: \$ 39,350

Majors:

Accounting	German
Biology	Global Studies
Business Administration	History
Chemistry	Materials Engineering
Classics	Mathematical Sciences
Communication	Mechanical Engineering
Comparative Culture/Literary Studies	Philosophy
Computer Engineering	Physics
Computer Science	Political Science
Economics	Psychology
Education	Sociology
Electrical Engineering	Spanish
Engineering	Speech/Language Pathology/Audiology
English	Theology
Fine Arts	Writing
French	

Maryland Institute College of Art
1300 Mount Royal Avenue
Baltimore, Maryland 21217
410-225-2222
www.mica.edu
1,714 Undergraduate students
Transfer Coordinator: Katie Morris

Located in the residential neighborhood of Bolton Hill, the campus is an integrated collection of 19 buildings. The various classrooms, studios, galleries, computer labs and auditoriums, art supply/bookstore, media resource center/college library, student apartment complex, College Center, and cafeteria are all closely located within a few blocks of each other and form a rich and active campus.

Annual Fulltime Undergraduate Tuition: \$ 34,550

Majors:

Animation
Art History, Theory and Criticism
Ceramics
Drawing
Environmental Design
Fiber
General Fine Arts
Graphic Design
Illustration
Interactive Design and Art
Painting
Photography
Printmaking
Sculpture
Video and Film Arts

McDaniel College
2 College Hill
Westminster, Maryland 21157
410-857-2230 or 800-638-5005
www.mcdaniel.edu
1,600 Undergraduate students
Transfer Coordinator: Stephanie DeSanctis

**Carroll students may
take one class at
McDaniel College
at Carroll's prices!**

**Please see a Carroll
advisor for details.**

McDaniel College is a private liberal arts college founded in 1867 as Western Maryland College. It is listed as one of 142 selective liberal arts colleges in the nation by the Carnegie Foundation for the Advancement of Teaching. The student-faculty ratio is 12:1. McDaniel offers merit scholarships to academically talented transfers who have a minimum cumulative college 3.2 GPA and a minimum of 24 transferable credit hours. Unlimited awards range from \$8,000 to \$18,000 per year. All Carroll County residents who enroll full time will receive a \$2,000 grant. Members of Phi Theta Kappa who have a minimum cumulative college 3.5 GPA and a least 36 transferable credit hours automatically qualify for no less than \$10,000 in scholarship aid.

Annual Fulltime Undergraduate Tuition: \$ 33,280

Majors:

Accounting
Accounting Economics
Acting
Africana Studies
American History
American Sign Language
Art and Art History
Athletic Training
Biology
Business Administration
Classical Civilization
Communication
Computer Science
Economics
Education
English
Environmental Policy
European History
Exercise Science and Physical
Education
Film and Video Studies
French
German

Gerontology
Graphic Design
History
Jazz Studies
Journalism
Latin
Mathematics
Military Science
Molecular Biology
Music
Outdoor Education
Philosophy
Physics
Political Science/International Studies
Psychology
Religious Studies
Social Work
Sociology
Spanish
Sport Science
Sports Coaching
Theatre
Writing

Morgan State University
Office of Admission and Recruitment
1700 East Coldspring Lane
Baltimore, Maryland 21251
443-885-3000
www.morgan.edu
5,826 Undergraduate students
Transfer Liaison: Adrienne Karasik

The combination of its history as one of the nation's premier Historically Black Institutions, its current degree-granting authority, its geographical location in Baltimore City and its urban mandate creates for the University a mission that is distinctive and unique among Maryland's colleges and universities. That mission is to provide quality teaching, research and service for the citizens of the state, with a special emphasis on meeting the needs of the culturally-diverse and multi-racial populations found in urban centers at the local, regional, state and national levels.

Annual Fulltime Undergraduate Tuition and Fees: \$ 6,548

Majors:

Accounting	Management
Actuarial Science	Mathematics
Architecture and Environmental Design	Medical Technology
Biology	Mental Health Technology
Business Administration	Military Science
Chemistry	Music
Computer Science	Nursing
Economics	Nutritional Science/Dietetics
Engineering:	Philosophy and Religious Studies
Civil, Electrical, Industrial, Computer	Physical Education
Elementary Education	Physics
English	Political Science
Family Consumer Sciences	Psychology
Finance	Social Work
Fine Arts	Sociology and Anthropology
Foreign Languages	Speech Communication
Health Education	Telecommunications
History and Geography	Theatre Arts
Hotel, Restaurant and Hospitality Mgmt.	Transportation
Information Systems Management	Visual Arts
Marketing	

Mount Saint Mary's University
Emmitsburg, Maryland 21727
301-447-5214

www.msmary.edu

1,600 Undergraduate students

Transfer Coordinator: Mary Catherine James

Mount Saint Mary's University is the oldest independent Catholic college in the United States. Founded in 1808 by the French priest John DuBois, Mount Saint Mary's is located twenty-five miles west of Carroll Community College on a 1,400-acre rural campus. The cornerstone of a Mount education and its most distinctive feature is its core curriculum. All students complete a four-year integrated sequence of courses designed both to convey a common intellectual experience and to provide the intensive training in critical skills necessary for students to apply this knowledge to their individual majors. Mount Saint Mary's University welcomes 75-100 transfer students each year. Transfer scholarships and commuter grants assist in making the Mount affordable.

Annual Fulltime Undergraduate Tuition and fees: \$30,350

Majors:

Accounting

Biochemistry

Biology

Business

Finance; International
Management; Marketing

Chemistry

Communication Studies

Computer Science

Criminal Justice

Economics

Elementary Education

English

Environmental Science

Fine Arts

History

Information Systems

International Studies

Languages

Mathematics

Nursing

Philosophy

Physical Therapy

Political Science

Psychology

Rhetoric and Communications

Secondary Education

Sociology

Spanish

Sport Management

Theology

Mount Saint Mary's University, Division of Continuing Studies
270 Technology Park
5350 Spectrum Drive, Suite A
Frederick, Maryland 21703
301-682-8315 or toll-free 877-982-2329
250 Undergraduate students
www.msmary.edu/adult
Transfer Coordinator: Janene Horne

Mount Saint Mary's University Division of Continuing Studies offers the Mount Professional Accelerated Studies Program (MPAS) to address the needs of working adults who want to complete an undergraduate degree in a fast, flexible format. Courses are five or eight weeks long and meet one night a week in Frederick. Applications are accepted year-round.

Tuition and Fees: \$ 385/credit

Frederick Majors:

Business

Criminal Justice

Elementary Education (weekend format)

Elementary/Special Education (dual degree/weekend format)

St. John's College
P. O. Box 2800
Annapolis, Maryland 21404
800-727-9238
www.stjohnscollege.edu
475 Undergraduate students

Originally founded as King William's School in 1696, St. John's is the third-oldest college campus in the nation. The curriculum is structured by great-books seminars, tutorials in mathematics, music and language, and by laboratory sessions. The books at the heart of the program serve to foster students' abilities to think for themselves. No transfer credits accepted.

Annual Fulltime Undergraduate Tuition and Fees: \$ 49,372 (including room and board/residence required)

Major:
Liberal Arts

Saint Mary's College of Maryland
Saint Mary's City, Maryland 20686
800-492-7181
www.smcm.edu
2,060 Undergraduate students
Registrar: Susan Bennett

Saint Mary's College has been designated as a public honors college--one of two in the nation. As such, it is dedicated to providing an undergraduate liberal arts education and small-college experience of the same high caliber that students expect to find only at prestigious private institutions. Located on a 319-acre waterfront campus in the heart of the Chesapeake Bay region, Saint Mary's maintains the character of a charming tidewater village.

Annual Fulltime Undergraduate Tuition and Fees: \$ 13,620

Majors:

Anthropology	Mathematics
Art and Art History	Music
Asian Studies	Natural Science
Biochemistry	Philosophy
Biology	Physics
Chemistry	Political Science
Computer Science	Psychology
Economics	Public Policy Studies
English	Religious Studies
History	Sociology
Human Studies	Theater, Film and Media Studies
International Languages and Cultures	

Salisbury University
Salisbury, Maryland 21801
410-543-6161
www.salisbury.edu
7,557 Undergraduate students
Transfer Coordinator: Ledesa Eddins

An academic hub serving Maryland's Eastern Shore, Salisbury University offers more than 42 undergraduate majors. All four of Salisbury's academic schools are endowed, a rarity among public institutions: the Perdue School of Business, the Henson School of Science and Technology, the Fulton School of Liberal Arts and the Seidel School of Education and Professional Studies.

Annual Fulltime Undergraduate Tuition and Fees: \$ 6,908

Majors:

Accounting	Health Education*
Art	History*
Athletic Training	Information Systems
Biology*	International Studies
Business Administration	Management
Chemistry*	Marketing
Communication Arts*	Mathematics*
Computer Science	Medical laboratory Science
Conflict Analysis/ Dispute Resolution	Music*
Early Childhood Education	Nursing
Economics	Philosophy
Elementary Education*	Physical Education*
English*	Physics
English as a Second Language	Political Science
Environmental Studies	Psychology
Exercise Science	Respiratory Therapy
Finance	Social Work
Fine Arts	Sociology
French*	Spanish*
Geography	Theatre

* MDSE approved teacher education programs

Shippensburg University
1871 Old Main Drive
Shippensburg, Pennsylvania 17257-2299
800-822-8028
www.ship.edu
7,942 Undergraduate students
Transfer Contact: Anne Furman

**Carroll Community
College has dual
admissions and tuition
discount agreements
with Shippensburg
University!**

Founded in 1871, Shippensburg University is a member of Pennsylvania's State System of Higher Education. It is a comprehensive, regional university offering both graduate and undergraduate programs. Located in the Cumberland Valley of south-central Pennsylvania, the 200 acre campus blends traditional and modern architecture, providing students with a comfortable and progressive environment.

Annual Fulltime Undergraduate Tuition, Room and Board for Carroll Graduates: \$16,121. Contact the transfer coordinator at Carroll to apply before 30 credits are earned.

Majors:

Accounting
Applied Physics
Art
Biology
Chemistry
Communication/Journalism
Computer Science
Criminal Justice
Earth Science
Economics
Elementary Education
English
Exercise Science
French
Geoenvironmental Studies
Geography
Health Care Administration
History
Human Communication Studies
Information Technology
Management
Management Information systems
Marketing

Mathematics
Military Science
Physics
Political Science
Psychology
Public Administration
Secondary Education
Biology; Chemistry;
Earth Space Science; English; French;
Mathematics; Physics; Spanish;
Communication Arts; Information Technology
Social Work
Sociology
Spanish
Special Education
Supply Chain Management

Shippensburg is affiliated with the Thomas Jefferson School of Allied Health in a 2+2 program with fields of study in Biotechnology; Cytogenetic Technology; Cytotechnology; Diagnostic Imaging; Occupational Therapy; Nursing

Sojourner-Douglass College
200 North Central Avenue
Baltimore, Maryland 21202
410-276-0306
www.sdc.edu
1,300 Undergraduate students
Transfer Contact: Office of Admissions

Sojourner-Douglass College was established in 1980 to provide educational opportunities that link the world of work with the academic community. Programs are specially designed to develop and enhance knowledge and skills in the self-motivated adult learner. The student-faculty ratio is 9-1. The campus is located in the heart of Baltimore in the Dunbar Community School Complex.

Annual Fulltime Undergraduate Tuition and Fees: \$ 9,160

Majors:

Accounting
Addictions and Substance Abuse Counseling
Administration
Biotechnology
Business Administration
Criminal Justice
Gerontology
Health Care Administration
Human Growth and Development
Human Services
Information Systems
Information Technology
Nursing
Political Campaign Management
Public Administration
Sociology
Social Work
Urban Planning and Community Development

Stevenson University

**1525 Green Spring Valley Road or
Stevenson, Maryland 21153
410-486-7001**

**10945 Boulevard Circle
Owings Mills, MD 21117**

www.stevenson.edu

3,100 students

Transfer Counselor: Carol Fanshaw

Stevenson University is a co-educational independent college offering master's and bachelor's degrees. The College operates from two locations, six miles apart, in Baltimore County. The original academic campus is located in Stevenson in Greenspring Valley; Owings Mills is the site of the new residential/academic campus. Stevenson University focuses on career preparation, technological innovation, and traditional liberal arts. Stevenson's dynamic internship and cooperative education programs offer opportunities to integrate classroom knowledge with practical work experience. Generous transfer scholarships, including the PTK Transfer Scholarship, and financial aid is available.

Annual Fulltime Undergraduate Tuition and Fees: \$ 22,090

Majors:

Accounting

Applied Mathematics

Art

Biology

Biotechnology

Business Administration

Business Communications

Business Information Systems

Chemistry

Computer Information Systems

Criminal Justice

Early Childhood Education

Elementary Education

English Language and Literature

Film, Video, and Theatre

Human Services

Information Technology

Interdisciplinary Studies

Medical Technology

Middle School Education

Nursing

Paralegal Studies

Psychology

Public History

Visual Communications Design

Towson University
Towson, Maryland 21252
410-704-2113
www.towson.edu
13,600 Undergraduate students
Transfer Coordinator: Stephanie Fowler

The largest university in the Baltimore area and the second largest in the state, Towson University graduates more students from the metropolitan region than any other institution. Founded as Maryland's first teacher-training school, TU continues to be a primary educator of Maryland's teachers. The university offers over 60 undergraduate and 25 graduate degree programs in the liberal arts and sciences and pre-professional and professional areas of study. TU has developed leading-edge programs in writing, undergraduate business, fine arts, women's studies, and teacher education.

Annual Fulltime Undergraduate Tuition and Fees: \$ 7,314

Majors:

Accounting	Environmental Science and Studies
Applied Health	Exercise Science
Applied Information Technology	Family Studies
Art	Foreign Languages
Art Education	Forensic Chemistry
(K-12 Certification)	Geography and Environmental
Art History	Planning
Athletic Training	Geography and Land Surveying
Biology	Geology
Business Administration	Gerontology
Chemical Dependency Counseling and	Health Care Management
Education	Health Science
Chemistry	History
Communication Studies	Human Resource Development
Computer Information Systems	Integrated Elementary Education –
Computer Science	Special Education
Cultural Studies	Interdisciplinary Studies
Dance Performance and Education	International Studies
(K-12 Certification)	Law and American Civilization
Deaf Studies	Mass Communication
e-Business	Mathematics
Early Childhood Education	Medicinal Chemistry
Earth-Space Science	Metropolitan Studies
Economics	Molecular Biology, Biochemistry and
Electronic Media and Film	Bioinformatics
Elementary Education	Music
English	

Music Education (K-12 Certification)
Nursing
Occupational Therapy
Philosophy
Physical Education (K-12 Certification)
Physics
Political Science
Psychology
Religious Studies
Secondary Education Certification
 Biology
 Chemistry
 English
 French
 General Science
 Geography
 German
 Health
 History
 Mathematics
 Physics
 Social Science
 Spanish
Social Science
Sociology/Anthropology
Spanish
Special Education
Speech-Language Pathology
Sport Management
Theatre Arts
Women's Studies

Pre-Professional Programs

Pre-Dentistry (Biology)
Pre-Law (Interdisciplinary Studies)
Pre-Medical Technology (Health Science)
Pre-Medicine (Biology)
Pre-Pharmacy (Chemistry)
Pre-Physical Therapy (Biology)
Pre-Veterinary Medicine (Biology)

Dual Degree Program

Medical Chemistry
(with University of Maryland School of Pharmacy)
Physics and Engineering (with University of Maryland, College Park and Pennsylvania State University)
Political Science and Law (with University of Baltimore)
Medicinal Chemistry
(with University of Maryland School of Pharmacy)

Special Programs

B.S. in Physics/M.S. in Computer Science
B.S. in Biological Sciences/M.S. in Aquaculture Or Antarctic and Southern Ocean Studies (with University of Tasmania, Australia)

University of Baltimore
1420 North Charles Street
Baltimore, Maryland 21201
410-837-4777 or 1-877-APPLYUB
www.ubalt.edu
3.004 Undergraduate students
Transfer Coordinator: Seth Kamen

The University of Baltimore is an undergraduate, graduate and professional university. UB—the state’s career-minded university—is a member of the University System of Maryland and comprises the School of Law, the Yale Gordon College of Liberal Arts, and the Merrick School of Business. Transfer students with 2.5 GPA’s will receive \$750 to \$2500 per year in scholarship awards, depending on GPA.

Annual Fulltime Undergraduate Tuition and Fees: \$ 7,330

Majors:

Accounting	English
Applied Information Technology	Environmental Sustainability
Business Administration	Forensic Studies
Accounting	Government and Public Policy
Computer Information Systems	Health Systems Management
General Business	History
Entrepreneurship	Human Services Administration
Finance	Interdisciplinary Studies
Human Resource Management	Jurisprudence
International Business	Management Information Systems
Management	Psychology
Marketing	Real Estate & Economic Development
Community Studies and Civic	Simulation and Digital Entertainment
Engagement	
Corporate Communication	

Criminal Justice

University of Maryland Baltimore
515 West Lombard Street, Room 208
Baltimore, Maryland 21201
410-706-7820
www.umaryland.edu
825 Undergraduate students

The University of Maryland Baltimore is the founding institution of the University of Maryland System and one of America's fastest growing biomedical research centers. Maryland's leading educator of professionals, UMB is home to nationally ranked programs in clinical law, environmental law, law and health care, dentistry and nursing. The university shares its campus with two major medical institutions: the University of Maryland Medical System and Baltimore Veterans Affairs Medical Center.

Annual Fulltime Undergraduate Tuition and Fees:

Majors*:

Dental Hygiene	\$ 6,037 (approx.)
Medical and Research Technology	\$ 8,045 (approx.)
Nursing	\$ 8,711 (approx.)

*Apply directly to the school of interest.

University of Maryland Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250
410-455-1320
www.umbc.edu
9,947 Undergraduate students
Transfer Coordinator: Lori Smith-Watson

A research university serving the Baltimore metropolitan region, UMBC offers more than 42 majors, 41 minors, and 17 certificate programs spanning the arts, engineering and information technology, humanities, sciences, pre-professional studies and social sciences.

Transfer students who present at least 30 semester hours of college-level work are admitted based on the strength of college success. A 2.5 cumulative average is recommended for full consideration. The Academic Achievement Award for Transfers recognizes academically talented community college students who are ready to build on their achievements by transferring to UMBC. The award provides scholarships for \$2,500 for each of two academic years of study. To be eligible, students must have a minimum of 35 credits (at time of application) and a grade point average of 3.5 or higher. PTK scholarships are also awarded on a competitive basis to qualified students. The awards range from \$2,000-\$2,500 for each of two years of study. To be eligible, students must present PTK membership verification. Transfer students admitted to the Honors College may be eligible for \$1000 per year for two years.

Annual Fulltime Undergraduate Tuition and Fees: \$ 8,872

Areas of Study:

Administrative and Managerial Sciences	Emergency Health Services
Africana Studies	English
Aging Studies	Gender & Women's Studies
American Studies	Geography and Environmental Systems
Ancient Studies	Health Administration and Policy
Anthropology	History
Biochemistry and Molecular Biology	Information Systems
Bioinformatics and Computational Biology	Interdisciplinary Studies
Biological Sciences	Mathematics and Statistics
Chemical Engineering	Mechanical Engineering
Chemistry	Media & Communication Studies
Computer Science/Electrical Engineering	Modern Languages and Linguistics
Dance	Music
Economics	Philosophy
Education	Physics/Physics Education
Electrical Engineering	Political Science

Pre-Professional Programs

Business; Dental Hygiene; Dentistry; Law;
Medical and Research Technology;
Medicine; Nursing; Optometry; Pharmacy;
Physical Therapy; Podiatry; Veterinary
Medicine

Psychology

Social Work

Sociology

Theatre

Visual and Performing Arts/Visual Arts

**University of Maryland College Park
College Park, Maryland 20742-5335
301-314-8385**

www.umcp.umd.edu

26,475 Undergraduate students

Coordinator, Transfer Credit Center: Theresa DiPaolo

Flagship institution of the University of Maryland System, College Park offers over 100 undergraduate, 86 master's, and 65 doctoral programs. The campus ranks high among public universities nationally in competition for prestigious faculty fellowships and federal research funding. On the cutting edge in such fields as engineering, computer science, and physical science, UMCP also offers strong programs in business, social sciences, humanities and performing arts, as well as a nationally-ranked undergraduate honors program.

Annual Fulltime Undergraduate Tuition and fees: \$ 8,053

Majors:

Accounting (Business)	Biological Sciences (Ecology and Evolution)
Aerospace Engineering	Biological Sciences (General Biology)
African-American Studies	Biological Sciences (Microbiology)
Agriculture	Biological Sciences (Physiology and Neurobiology)
Agriculture and Resource Economics (Agribusiness)	Central European, Russian and Eurasian Studies
Agriculture and Veterinary Medicine	Chemical Engineering
American Studies	Chemistry
Animal Sciences (Animal Care and Management)	Chinese
Animal Sciences (Equine Studies)	Civil and Environmental Engineering
Animal Sciences (Laboratory Animal Care)	Classical Languages and Literature
Animal Sciences (Sciences/ PreProfessional)	Communication
Animal Sciences (Animal Biotechnology)	Community Health
Anthropology	Computer Engineering
Architecture	Computer Science
Art Education	Criminology and Criminal Justice
Art History	Dance
Astronomy	Dietetics
Biochemistry	Early Childhood Education
Bioengineering	Ecological Technology Design
Biological Sciences (Cell Biology and Genetics)	Economics
	Education (undecided)

Electrical Engineering
Engineering (Undecided)
English Language Arts Education
English Language and Literature
Environmental Health
Environmental Science and Policy
Environmental Science and Technology
Family Science
Finance (Business)
Fire Protection Engineering
Food Science
Foreign Language Education
French Language and Literature
General Business and Management
Geography
Geology
German Language and Literature
Government and Politics
Hearing and Speech Science
History
Horticulture and Crop Production
Individual Studies
Information Systems-Business
International Business
Italian Business
Italian Language and Literature
Japanese
Jewish Studies Journalism
Journalism (Broadcast News)
Journalism (Magazine)
Journalism (News/Editorial)
Kinesiological Sciences
Land and Water Management
Landscape Architecture
Landscape Management
Linguistics
Logistics, Transportation and Supply
Chain Management

Elementary Education

Marketing
Materials Science
Mathematics
Mathematics Education
Mechanical Engineering
Music (Professional Program)
Music (Liberal Arts Program)
Music (Educational, K-12)
Natural Resource Management
Nutritional Sciences
Operations Management (Business)
Persian Studies
Philosophy
Physical Education
Physical Sciences
Physics
Plant Sciences
Political Science
Pre-Dental Hygiene
Pre-Medical Technology
Pre-Nursing
Pre-Pharmacy
Pre-Physical Therapy
Psychology
Romance Languages
Russian Language and Literature
Science Education
Social Studies Education
Sociology
Soil and Watershed Science
Spanish Language and Literature
Special Education
Studio Art
Theatre
Turf and Golf Course Management
Urban Forestry
Women's Studies

University of Maryland Eastern Shore
Princess Anne, Maryland 21853
410-651-8374
www.umes.umd.edu
3,697 Undergraduate students
Transfer Coordinator: Collene N. Dean

A historically Black university on the rural Eastern Shore, UMES grants degrees in the arts and sciences, agriculture, health professions, and business. True to its land-grant mission, the campus offers a number of unique programs geared to serving the needs of the region, including construction management, aviation science, criminal justice, and hotel and restaurant management. Pre-professional training is offered in nine fields. UMES offers nineteen graduate programs, including doctoral programs in toxicology, marine-estuarine-environmental sciences, food science and technology, and organizational leadership, educational leadership and physical therapy.

Annual Fulltime Undergraduate Tuition and Fees: \$ 6,305

Majors:

Accounting	English*
African and African-American Studies	Environmental Science
Agribusiness	Exercise Science
Agriculture	Family Consumer Science
Agriculture Education*	Fashion Merchandising
Applied Design	General Studies
Art Education*	History
Aviation Sciences	Hotel and Restaurant Management
Biology*	Interior Design
Business Administration	Mathematics*
Business Education	Music Education*
Chemistry*	Physical Education
Computer Science	Physician Assistant
Construction Management Technology	Professional Golf Management
Criminal Justice	Rehabilitation Services
Dietetics	Social Science Education*
Elementary Education	Sociology
Engineering	Special Education
Engineering Technology	Technology Education

*Teacher Education programs are available for Elementary and Secondary School Certification

University of Maryland University College
HQ in Adelphi, Maryland 20783
800-888-8682
www.umuc.edu
33,096 Undergraduate students
Transfer Contact: Lindsey Egan

University of Maryland University College (UMUC) extends academic opportunities and resources to students throughout the state and around the world. UMUC offers bachelor's and master's degrees, a doctoral program in Management, and undergraduate and graduate certificates. Evening and weekend classes meet at 17 locations in Maryland, the District of Columbia and Virginia; distance education formats are offered nationwide and across the globe. The UMUC European and Asian divisions offer degree programs for U.S. military service members and families at over 130 locations in Europe and Asia.

Annual Fulltime Undergraduate Tuition and Fees: \$ 7,422

Majors:

Accounting	Gerontology
Asian Studies	Global Business and Public Policy
Biotechnology	History
Business Administration	Homeland Security
Communication Studies	Humanities
Computer and Information Science	Human Resource Management
Computer Information Technology	Information Systems Management
Computer Science	Investigative Forensics
Computer Studies	Laboratory Management
Criminal Justice	Legal Studies
Cybersecurity	Management Studies
Emergency Management	Marketing
English	Political Science
Environmental Management	Psychology
Finance	Social Science
Fire Science	

Check the UMUC website for information about special agreements in Communications Studies, Computer Science, Criminal Justice and Psychology

Washington Adventist University
7600 Flower Avenue
Takoma Park, Maryland 20912
301-891-4080 or 800-835-4212
www.cuc.edu
1,174 Undergraduate students

Columbia Union College offers both a traditional program, featuring over 50 programs (including the major categories listed below), as well as an accelerated degree completion program for adult learners with majors in Business Administration, Health Care Administration, Information Systems or Organizational Management. Columbia Union College offers an intimate campus with an emphasis on providing students a quality liberal arts education in a Christian setting. A maximum of 70 credits will transfer from Carroll Community College.

Annual Fulltime Undergraduate Tuition and Fees: \$ 20,435

Majors:

Accounting	Music
Biochemistry	Music Education
Biology	Nursing
Business Administration	Philosophy and Religion
Chemistry	Physical Education
Computer Science	Political Studies
Education	Psychology, Counseling
Engineering	Public Communication
English	Religion
Health / Fitness Management	Respiratory Care
History	Social Work
Journalism	Theology
Liberal Studies	

Washington Bible College/Capital Bible Seminary/Equip Institute
6511 Princess Garden Parkway
Lanham, Maryland 20706
877-793-7227
www.bible.edu
331 Undergraduate students
Transfer Coordinator: Mark D. Johnson

Washington Bible College was founded in 1938 to prepare students for Christian ministries or church vocations through a program which includes biblical, general and professional studies. Only 25 minutes from the nation's capital, decisions are made here that shape the future of the world. Students have easy access to some of the world's best libraries and learning resources. Yet the wooded spaces and the recreational facilities on the campus allow opportunities for quiet reflection and regular retreats from a rigorous classroom experience. Washington Bible College welcomes transfer students, who may qualify for the \$1,000 Dean Transfer Award.

Annual Fulltime Undergraduate Tuition and Fees: \$ 13,146

Majors:

Biblical Studies
Communications
General Studies
Pastoral Ministries
Pre-Seminary
Social Work

Washington College
300 Washington Avenue
Chestertown, Maryland 21620
800-422-1782, Extension 7700
www.washcoll.edu
1350 Undergraduate students
Transfer Coordinator: Tony Littlefield

Washington College secured the first college charter in Maryland in 1782. Seventy-five miles from Baltimore and Washington, the 118-acre campus offers proximity to urban centers in a relatively unspoiled natural region. Washington College offers a rigorous education in the liberal arts through the study of the humanities, the social sciences, and the natural sciences. Opportunities for study abroad and for internships are accessible. Washington College offers Phi Theta Kappa scholarships of \$10,000 to \$15,000 per year.

Annual Fulltime Undergraduate Tuition and Fees: \$ 35,350

Programs and Majors:

American Studies	Geographic Information Systems
Anthropology	History
Art and Art History	Human Development
Behavioral Neuroscience	Humanities
Biology	Information Systems
Black Studies	International Literature and Culture
Business Management	Justice, Law and Society
Chemistry	Mathematics
Chesapeake Bay Studies	Modern Languages
Clinical Psychology	Music
Computer Science	Nursing
Creative Writing	Pharmacy
Drama	Philosophy and Religion
Earth and Planetary Science*	Physical Education
Economics	Physics
Education	Political Science
Engineering	Pre-Law
English	Pre-Med
Environmental Studies	Psychology
Gender Studies	Sociology

TITLE 13B
MARYLAND HIGHER
EDUCATION COMMISSION

Subtitle 06 GENERAL EDUCATION AND TRANSFER

Authority: Education Article, 11-201 - 11-206
Annotated Code of Maryland

.01 Scope and Applicability.

This chapter applies only to public institutions of higher education.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms defined.

(1) "A.A. degree" means the Associate of Arts degree.

(2) "A.A.S. degree" means the Associate of Applied Sciences degree.

(3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.

(4) "A.S. degree" means the Associate of Sciences degree.

(5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

(6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

(7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

(8) "General education program" means a program that is designed to:

(a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;

(b) Encourage the pursuit of life-long learning; and

(c) Foster the development of educated members of the community and the world.

(9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

(10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

(11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

(13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:

- (a) History and cultural diversity;
- (b) Concepts of groups, work, and political systems;
- (c) Applications of qualitative and quantitative data to social issues; and
- (d) Interdependence of individuals, society, and the physical environment.

(17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

02-1 Admission of Transfer Students to Public Institutions.

A. Admission to Institutions.

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:

- (a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
- (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

(a) Are developed and published by the receiving public institution; and

(b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

.03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester

hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

- (a) Arts and humanities,
- (b) Social and behavioral sciences,
- (c) Biological and physical sciences,
- (d) Mathematics, and
- (e) English composition; or

(2) Conforming with COMAR 13B.02.02.16D(2)(b)----(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least:

- (1) One course in each of two disciplines in arts and humanities;
- (2) One course in each of two disciplines in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics at or above the level of college algebra; and
- (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

- (a) Be integrated into other general education courses or may be presented as separate courses; and
- (b) Include courses that:
 - (i) Provide an interdisciplinary examination of issues across the five areas, or
 - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

04 Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10----16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:

(1) Accountable for the loss of credits that:

- (a) Result from changes in the student's selection of the major program of study,
- (b) Were earned for remedial course work, or
- (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

.05 Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and
- (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first 2 years of the undergraduate education experience.

C. Nontraditional Credit.

-
- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
 - (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
 - (a) Technical courses from career programs;
 - (b) Course credit awarded through articulation agreements with other segments or agencies;
 - (c) Credit awarded for clinical practice or cooperative education experiences; and
 - (d) Credit awarded for life and work experiences.
 - (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
 - (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
 - (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation.

- (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.
- (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.06 Academic Success and General Well-Being of Transfer Students.

A. Sending Institutions.

- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
 - (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;

(b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and

(c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

.07 Programmatic Currency.

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

.08 Transfer Mediation Committee.

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

.09 Appeal Process.

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

(1) A receiving institution shall:

(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

(b) Respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal

.10 Periodic Review.

A. Report by Receiving Institution.

(1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.



GENERAL EDUCATION REQUIREMENTS

General Education

Students who enroll in a degree program at Carroll Community College will complete a core of courses referred to as General Education. This course distribution is intended to ensure that students have met the General Education Learning Goals. These General Education courses are transferable to all two and four year public institutions (and many private institutions) in Maryland and are guaranteed so in the Maryland State Transfer Policies (see the).

Technology Competency: While not part of the General Education core, students are expected to be familiar with computers and to use technology within their courses. Students are encouraged to complete one of the following computer literacy courses at or near the beginning of their academic coursework: CIS-101, Introduction to Computers and Computing, or MIS-101, Management Information Systems.

****It is strongly recommended that all students complete both a mathematics and English course within their first 12 credit hours. To ensure maximum success, mathematics and English courses should be taken during consecutive terms until the sequence is completed. All students must have begun their English and mathematics sequences by completion of their first 24 credit hours or registration will be blocked until the student meets with an academic advisor to see if exemption from this policy is in order.**

****English Composition and Literature**

(choose 2 courses, 6 credits)

ENGL-101 College Writing 1 (Composition) AND
ENGL-102 College Writing 2 (Literature)

****English Composition and Literature for Hill Scholars**

ENGL-103 Advanced College Writing (Composition) AND
ENGL-240 British Literature since 1798 (Literature)

Biological and Physical Sciences

(choose 2 courses, 1 of which must be a lab course, 7-8 credits)

BIOL-100 General Biology
BIOL-101 Fundamentals of Biology 1
BIOL-105 Human Biology
BIOL-210 Human Anatomy and Physiology 1
CHEM-101 Introductory Chemistry
CHEM-105 Principles of General Chemistry 1
ENV-105 Introductory Environmental Science
GEOSC-100 Earth and Space Science
GEOSC-105 Oceanography
GEOSC-110 Physical Geography (or GEOG-110)
GEOSC-201 Meteorology
GEOSC-210 Astronomy: Introduction to the Cosmos
PHSC-100 General Physical Science
PHYS-101 Fundamentals of Physics 1
PYYS-111 Physics 1 for Scientists and Engineers
PHYS-212 Physics 2 for Scientists and Engineers

Arts and Humanities

(choose 2 courses from 2 different areas, 6 credits)

Fine and Performing Arts Area

ART-125 Art Appreciation
ART-135 History of Art 1
ART-136 History of Art 2
FPA-101 Introduction to the Arts
FPA-105 Introduction to Film
MUSIC-101 Music Appreciation
MUSIC-102 The History of Rock and Roll
MUSIC-103 History of Classical Music
MUSIC-104 World Music
MUSIC-105 Fundamentals of Music
MUSIC-110 Theory of Music 1
THTR-101 Theatre Appreciation
THTR-137 Script Analysis

Humanities Area

ENGL-201	Classic World Writers
ENGL-202	Modern World Writers
ENGL-205	Southern Writers
ENGL-211	Voices in American Literature
HIST-101	Western Civilization 1
HIST-102	Western Civilization 2
HIST-105	History of U.S. to 1876
HIST-106	History of U.S. from 1876
HIST-130	Latin American History
PHIL-101	Introduction to Philosophy
PHIL-105	Ethics
PHIL-120	World Philosophy

Languages and Communication Area

CHIN-102	Elementary Chinese 2
FREN-102	Elementary French 2
SPAN-102	Elementary Spanish 2
SPCH-101	Introduction to Speech Communication

****Mathematics**

(choose 1 course, 3-5 credits)

MATH-111	Fundamentals of Geometry and Measurement
MATH-115	Introduction to Statistical Methods
MATH-120	Introduction to College Mathematics
MATH-128	College Algebra
MATH-129	Trigonometry and Advanced Algebra
MATH-130	Precalculus
MATH-135	Calculus of a Single Variable 1
MATH-138	Calculus of a Single Variable 2
MATH-205	Multivariable Calculus
MATH-210	Linear Algebra
MATH-215	Differential Equations

Social and Behavioral Sciences

(choose 2 courses from 2 different disciplines, 6 credits)

ANTH-101	Introduction to Cultural Anthropology
ANTH-201	Anthropology of American Culture
CRIM-101	Introduction to Criminal Justice System
CRIM-105	Criminology
ECON-102	Principles of Macro Economics
ENGR-100	Introduction to Engineering
GEOG-105	Human Geography
GEOG-201	Regional Geography and Global Awareness
POLS-101	American Government
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SOC-110	Social Problems

Emerging Issues

(choose 1 course, 3 credits)

DVTY-115	Diversity In the U.S.
FN-101	Personal Finance
HLTH-101	The Science and Theory of Health and Wellness
HLTH-201	Women's Health
PHED-101	Lifetime Fitness and Wellness