

**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN  
CARROLL COMMUNITY COLLEGE  
AND  
STEVENSON UNIVERSITY REGARDING TRANSFER FROM A.A. IN  
BUSINESS ADMINISTRATION TO B.S. IN BUSINESS  
ADMINISTRATION**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between **Carroll Community College** (the “Sending Institution”) and **Stevenson University** (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from **A.A. in Business Administration** for the completion of the **B.S. in Business Administration** (the “Program(s)”).

### A. Qualifying Students

This Agreement pertains to the transfer of “Qualifying Students”, *i.e.*, those students who:

1. Have successfully completed the program at the Sending Institution;
2. Are enrolled in the Sending Institution, in good standing; and
3. Are accepted for admission to the Receiving Institution

### B. Responsibilities of the Institutions

The Institutions agree to implement the transfer of Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer into from the Transferring Institution into the Receiving Institution for the completion of the Program.
2. Courses that the Receiving School will accept credits for towards completion of the Program include:

Community College Degree Requirements	Stevenson Equivalency	Category	Credits Transferred
ACCT-101 Financial Accounting	ACC 140 Financial Accounting	Program Requirement	3
ACCT-102 Managerial Accounting	ACC 141 Managerial Accounting	Program Requirement	3
BUAD-101 Introduction to Business	MGT199 General Business Elective	Business Elective	3
BUAD-205 Business Law	LAW 208 Business Law	Program Requirement	3
BUAD 230 Intro to Entrepreneurship or BUAD 270 Portfolio and Career Capstone	BUAD 230 is equivalent to MGT 224 Principles of Entrepreneurship BUAD270 is equivalent to MGT299 – General Business Elective	Business Elective	3
CIS-101 Intro. to Computer Information Systems	IS 134 Windows and MS Office Apps	General Elective	3
ECON 100: Principles of Microeconomics	EC 202 Principles of Microeconomics	Program Requirement	3
MGMT-201 Principles of Management	MGT 204 Principles of Management	Program Requirement	3
MKTG-201 Principles of Marketing	MKT 206 Principles of Marketing	Program Requirement	3
FN 100 Personal Finance	FIN 199 Finance Elective	Business Elective	3

Community College Degree Requirements	Stevenson Equivalency	Category	Credits Transferred
ENGL 101 College Writing	ENG 151 College Writing I	General Education	3
ENGL 102 Writing About Literature	ENG 152 College Writing II	General Education	3
Arts & Humanities	Arts/Humanities	General Education	3
Arts & Humanities General Education: COMM 105 Introduction to Speech Communication	CM 101 Public Speaking	General Education	3
Biological & Physical Sciences — 2 courses, 1 lab	Scientific Reasoning and Scientific Reasoning Lab	General Education	7-8
Mathematics <b>SU recommends</b> Math 115: Introduction to Statistical Methods	MATH 136 Introduction to Statistics	Program Requirement	4
ECON 102 Principles of Macroeconomics	EC 201 Principles of Macroeconomics	Program Requirement	3
MATH 118 College Algebra			4
<b>Total</b>	<b>60-61 Credits</b>		

### Remaining Courses to be taken at Stevenson

Students who complete the plan above including all recommended courses and earn the A.A. in Business Administration will take the following courses at Stevenson to meet the B.S. requirements for Business Administration. Students who transfer before completing the associate degree may have more general education and program requirements to take and fewer free electives.

### General Education Requirements (0 credits)

### Major Requirements (36-45 credits)

FIN 300	Principles of Finance	3 credits
INBUS	Any International Business Course	3 credits
IS 135	MS Office Applications	3 credits
MGT 210	Business Writing	3 credits
MGT300	Applied Business Analytics	3 credits
MGT 308	Business Ethics	3 credits
MGT 310	Organizational Behavior	3 credits
MGT 313	Operations Management	3 credits
MGT 422	Strategic Management	3 credits
MGT 430	Business Capstone Seminar	3 credits

All of the major requirements listed above (30 credits) and one of the following program tracks (15 credits):

### General Track

- MGT/MKT/FIN 417 Internship (3 credits)

Four business electives (12 credits) from the following subject areas/courses: ACC, CDF 110, EC, FIN, FMER, INBUS, IS, LAW 325, LAW 345, LAW 470, MGT, MKT, REA.

**Note: BUAD101, BUAD230 or BUAD270, and FN100 completed at CCC can fulfill 3 courses (9 credits) of this requirement.**

### **Entrepreneurship Track**

- MGT/MKT/FIN 417 Internship (3 credits)
- MGT 224 Principles of Entrepreneurship (3 credits), if BUAD230 was not completed at CCC
- MGT 324 Entrepreneurial Business Planning (3 credits)
- MKT 330 Strategic Marketing for Entrepreneurs (3 credits)

One of the following:

- MGT 323 Social Entrepreneurship (3 credits)
- MGT413 Project Management (3 credits)
- MGT 424 Entrepreneurial Development (3 credits)

### **Finance Track**

- FIN 417 Internship (3 credits)

Four of the following electives:

- FIN 321/EC321 Money & Banking (3 credits)
- FIN 416 International Finance (3 credits)
- FIN 420 Investment Theory and Practice (3 credits)
- FIN 425 Principles of Risk Management and Insurance (3 credits)
- FIN 435 Applied Corporate Finance (3 credits)
- FIN 450 Business Valuation (3 credits)

### **International Business Track**

- MGT/MKT/FIN 417 Internship (3 credits);

Four of the following electives:

- INBUS201 Survey of International Business (3 credits)
- INBUS315 International Business Management (3 credits)
- INBUS325 International Marketing (3 credits)
- INBUS347 International HR Management (3 credits)
- INBUS416 International Finance (3 credits)
- INBUS420 International Operations Management (3 credits)
- INBUS430 International Economics (3 credits)
- INBUS470 International Business Law (3 credits)

Note: Business Administration: International Business track majors are required to take one program-required INBUS course, and up to 4 approved track electives. An INBUS course completed as a part of the program requirements cannot be double-counted towards the International Business track elective courses

### **Sport Management Track**

- MGT/MKT417 Internship (3 credits);

- MGT 235 Introduction to Sport Management (3 credits);

Three of the following electives:

- EC 340 Economics of Sports (3 credits)
- LAW 345 Sports Law (3 credits)
- MGT 335 Management of Sport Enterprises (3 credits)
- MKT 315 Sports Marketing (3 credits)

Additional Credits Needed: 15-24 credits of general electives. Students are encouraged to pursue a second track, academic minor, professional minor, or additional internships.

Total credits to be taken at SU: 60

### Suggested Course Sequence

YEAR 3				
SEMESTER	FALL		SPRING	
RECOMMENDED COURSES	MGT 210 Business Writing 200 level Writing Intensive (WI)	3	INBUS International Business Elective	3
	IS 135 MS Office Applications	3	MGT 308 Business Ethics 300/400 level Writing Intensive (WI)	3
	MGT 310 Organizational Behavior	3	FIN 300 Principles of Finance	3
	General Elective or Minor Course	3	MGT300 Applied Business Analytics	3
	Business Elective or Track Course	3	Business Elective or Track Course	3
<b>CREDITS</b>	<b>15 CREDITS</b>		<b>15 CREDITS</b>	
YEAR 4				
SEMESTER	FALL		SPRING	
RECOMMENDED COURSES	MGT 313 Operations Management	3	MGT/MKT/FIN 417 Internship	3
	MGT 422 Strategic Management	3	MGT 430 Business Capstone Seminar	3
	Business Elective or Track Course	3	Business Elective or Track Course	3
	General Elective or Minor Course	3	General Elective or Minor Course	3
	General Elective or Minor Course	3	General Elective or Minor Course	3
<b>CREDITS</b>	<b>15 CREDITS</b>		<b>15 CREDITS</b>	

### 3. Additional Provisions

- Courses that fulfill program requirements are only eligible for transfer if students have earned a grade of “C” or better. Courses used to fulfill only general education requirements are eligible for transfer if students have earned a grade of “D” or better, with the exception of college composition, which must be passed with a “C-” — 70 or higher.
- Students must have a 2.5 cumulative grade point average at time of application.
- Stevenson participates in general education block transfer. Students entering Stevenson with an A.A., A.S., or A.A.T. degree from a Maryland community college

will have met all of Stevenson's general education requirements, with the exception of a second composition course if not already taken. The equivalencies above detail the coursework students would take under the block transfer program. Not all programs are eligible for block transfer.

- Stevenson University will accept up to 70 credits from 2-year institutions. Up to 90 credits can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores). For additional information about credit transfer, please see:  
<http://www.stevenson.edu/admissions-aid/getting-started/transfer-students/transfer-credit-evaluation/>
  - For non-direct classroom instruction, an appropriate score is determined by Stevenson University, and student must submit original test scores/results to Stevenson University. Tech Prep credits will not transfer. Credit awarded for prior learning ("life experience") is not recognized by, and is not transferable to, Stevenson University.
  - Students intending to transfer should complete the admission application for Stevenson University once they complete 45 credits of the Associate Degree program. Students should contact the Financial Aid Office at Stevenson University as soon as possible in regard to college deadlines for financial aid. Students who have completed an associate degree at a Maryland community college are guaranteed admissions to Stevenson.
4. The Receiving Institution shall designate, and shall provide to the Sending Institution, the contact information for a staff person at the Receiving Institution who is responsible for the oversight of the transfer of Qualifying Students. The Sending Institution shall designate, and shall provide to the Receiving Institution, the contact information for a staff person at the Sending Institution who is responsible for the oversight of the transfer of Qualifying Students.

	Sending Institution	Receiving Institution
Name of staff person responsible for oversight	April Herring	Dave Copenhaver
Title of staff person	Senior Director of Advising and Retention	Assistant Director of Transfer Admissions
Email address	aherring@carrollcc.edu	wcopenhaver@stevenson.edu
Telephone Number	(410) 386-8444	(443) 352-4409

Should the staff person or position change, the institution will promptly provide new contact information to the partner institution and inform the Maryland Higher Education Commission of the change.

Additional contact information:

[Role & Responsibilities of persons listed here]	Sending Institution	Receiving Institution
Name of person	Robert Brown	Amanda Hostalka
Title of person	Chair, Business and Technology	Vice Provost, Outreach
Email address	rbrown@carollcc.edu	ahostalka@stevenson.edu
Telephone Number	(410) 386-8224	(443) 394-9549

5. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), the Institutions shall adhere to all applicable U.S. Department of Veterans Affairs' regulations, including the regulations governing the awarding prior credit, as regulated under Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(c)(4).
  - For scholarship information please see the "Paying for College" page on: <http://www.stevenson.edu/transfer>
6. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.
7. Each Institution shall advise students regarding transfer opportunities under this Agreement, and shall advise students of financial aid opportunities and implications associated with the transfer.
8. Should either Institution make changes to program requirements, the institution will inform the partner institution immediately. The articulation agreement should be updated to reflect the changes and forwarded to the Maryland Higher Education Commission.

### **C. Term and Termination**

1. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.
2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering 60 days written notice to the other Institution and the Maryland Higher Education Commission.
3. Both Institutions agree to meet once every 3 year(s) to review the terms of this agreement.

### **D. Amendment**

1. This Agreement constitutes the entire understanding and agreement of the Institutions with respect to their rights and obligations in carrying out the terms of the Agreement, and supersedes any prior or contemporaneous agreements or understandings.
2. This Agreement may be modified only by written amendment executed by both Institutions.

#### **E. Governing Law**

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland.

#### **F. Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

#### **G. Notice of Agreement**

1. The Institutions agree to provide a copy of this Agreement, with any amendments, to the Maryland Higher Education Commission.
2. The Institutions agree to provide copies of this Agreement to all relevant individuals and departments of the Institutions, including but not limited to students, academic department chairs participating in the transfer, offices of the president, registrar's offices, and financial aid offices.

#### **H. No Third-Party Beneficiaries**

There are no third-party beneficiaries to this Agreement.

#### **I. Representations and Warranties of the Parties**

Both Institutions represent and warrant that the following shall be true and correct as of the Effective Date of this Agreement, and shall continue to be true and correct during the term of this Agreement:

1. The Institutions are and shall remain in compliance with all applicable federal, state, and local statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time.
2. Each Institution has taken all action necessary for the approval and execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

<p>Carroll Community College</p> <p>By: <u><i>Rosalie Mince</i></u> <small>Rosalie Mince (Jul 7, 2022 15:25 EDT)</small></p> <p>Rosalie Mince, PhD Provost</p> <p><u>07/07/2022</u> Date</p>	<p>Stevenson University</p> <p>By: <u><i>Susan T. Gorman</i></u> <small>Susan T. Gorman (Jul 13, 2022 21:26 EDT)</small></p> <p>Susan Thompson Gorman, PhD EVP Academic Affairs and Provost</p> <p><u>07/13/2022</u> Date</p>
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**Date of next review** (3 years from date of last signature).