

# ACADEMIC PROGRAM ARTICULATION AGREEMENT

## BETWEEN

CARROLL COMMUNITY COLLEGE  
AND  
COPPIN STATE UNIVERSITY

## REGARDING TRANSFER FROM

AA IN BUSINESS ADMINISTRATION  
TO  
BS IN BUSINESS

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between Carroll Community College (the “Sending Institution”) and Coppin State University (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from AA in Business Administration at Carroll Community College for the completion of BS in Business 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 into 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 from the Transferring Institution into the Receiving Institution for the completion of the Program.
2. Courses that the Receiving School will accept credits towards completion of the Program include those as provided on Attachment A to this agreement.
3. 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.

**CARROLL COMMUNITY COLLEGE:**

[NAME]  
[TITLE]  
[EMAIL]  
[PHONE NUMBER]

**COPPIN STATE UNIVERSITY:**

Dr. Leontye Lewis  
Provost & VP, Academic Affairs  
[llewis@coppin.edu](mailto:llewis@coppin.edu)  
(410) 951-3010

Both Institutions agree that should the staff person or position change at an institution the institution will promptly provide new contact information to the partner institution and inform the Maryland Higher Education Commission of the change.

Secondary contact information:

**CARROLL COMMUNITY COLLEGE:**

[NAME]  
[TITLE]  
[PROGRAM]  
[EMAIL]  
[PHONE NUMBER]

**COPPIN STATE UNIVERSITY:**

DR. SADIE GREGORY  
DEAN  
COLLEGE OF BUSINESS  
SRGREGORY@COPPIN.EDU  
(410) 951-1295

4. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), the Institutions agree to adhere to 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).
5. Each Institution agrees to adhere to applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.
6. Each Institution agrees to advise students of transfer opportunities under this Agreement, and to advise students of financial aid opportunities and implications associated with the transfer of credits from the sending to the receiving institution.

**Community College Transfer Scholarship**

Students transferring from Carroll Community College to Coppin may be eligible for the Transfer Scholarships offered by Coppin. The Office of Admissions identifies qualified transfer students for the Transfer Scholarship. This merit-based scholarship provides an award of \$2000.00 for the academic year (\$1000.00) per semester. Students must complete the AA or AS degree to qualify. A total of fifty transfer students are awarded this scholarship each year and may renew for an additional year.

Transfer students who have not yet earned the AA or AS degree may be awarded \$750.00 per semester. The students must have earned at least 25 credit hours and a 2.70 or better cumulative grade point average from their previous institution(s). A total of fifty students are awarded this renewable scholarship (2 years total) each year.

Students receiving the Community College Transfer Scholarship must maintain full-time enrollment and a grade point average (GPA) of at least 2.50 (4.00 scale).

7. Should either Institution make changes to program requirements, the institution will inform the partner institution as soon as practicable of the modifications, and if practicable of plans to make modifications to

program requirements and advise the partner institution of the impact of any changes or proposed changes in a program. (Note: The articulation agreement should be updated to reflect the program changes and forwarded to the Maryland Higher Education Commission.)

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

1. This agreement shall be effective on the day of \_\_\_\_ May 17 \_\_\_\_\_, 2022.
2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering thirty (30) days written notice to the other Institution and the Maryland Higher Education Commission. Those students who have transferred into the receiving institution shall not be affected by the termination of this agreement.
3. Both Institutions agree to meet once every three (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, office of the president, registrar's office, and financial aid office.

### **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.

**CARROLL COMMUNITY COLLEGE:**

**COPPIN STATE UNIVERSITY:**

By: \_\_\_\_\_

By: \_\_\_\_\_

President

Dr. Anthony L. Jenkins  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Signed Copy on File in Student Affairs Office

ATTACHMENT E to Articulation Agreement between CARROLL COMMUNITY COLLEGE and CSU re:  
AA in Business Administration to BS in Management

**COURSE OUTLINE**

**Year One – Carroll Community College**

<b>Fall Semester</b>		<b>Cr</b>
ENGL 101 College Writing		3
BUAD 101 Introduction to Business		3
ACCT 101 Financial Accounting		3
CIS 101 Intro to Computer Info. Systems		3
COMM 105 Intro to Speech Communication		3
<b>Total Credits</b>		<b>15</b>

(Courses may be taken in any order)

<b>Spring Semester</b>		<b>Cr</b>
ENGL 102 Writing About Literature		3
ACCT 102 Managerial Accounting		3
FN 100 Personal Finance		3
MKTG 201 Principles of Marketing		3
MATH 118 College Algebra		4
<b>Total Credits</b>		<b>16</b>

**Year Two – Carroll Community College**

<b>Fall Semester</b>		<b>Cr</b>
Biological/Physical Science Elective		3
MGMT 201 Principles of Management		3
ECON 100 Principles of Microeconomics		3
General Education Elective/MATH 115 Intro to Statistical Methods*		4
BUAD 205 Business Law		3
<b>Total Credits</b>		<b>16</b>

<b>Spring Semester</b>		<b>Cr</b>
Arts/Humanities Elective		3
ECON 102 Principles of Macroeconomics		3
Biological/Physical Science with Lab Elective		4
BUAD 230 Introduction to Entrepreneurship		3
<b>Total Credits</b>		<b>13</b>

*Apply to graduate from Carroll Community College with an Associate of Arts in Business Administration*

\* If students take MATH 115 at CCC, they do not need to take BDSC 322 at CSU and will take a general elective in the place, instead.

**Year Three – Coppin State**

<b>Fall Semester</b>		<b>Cr</b>
BDSC 322 Business Statistics*		3
General Elective		3
MGMT 305 Business Communication		3
FINM 330 Business Finance		3
MISY 341 Small System Software		3
<b>Total Credits</b>		<b>15</b>

<b>Spring Semester</b>		<b>Cr</b>
BUSI 320 Fundamentals of International Business		3
BDSC 340 Operations Management		3
General Elective		3
MGMT 350 Business & Prof. Ethics		3
MGMT 360 Human Relations & Org. Behavior		3
<b>Total Credits</b>		<b>15</b>

**Year Four – Coppin State**

<b>Fall Semester</b>		<b>Cr</b>
BDSC 392 Project Management		3
MGMT 380 Human Resources Management		3
MGMT 420 Small Business Management		3
College of Business Elective		3
General Elective		3
<b>Total Credits</b>		<b>15</b>

<b>Spring Semester</b>		<b>Cr</b>
MGMT 460 Not-for Profit Management		3
MGMT 475 Special Topics in Global Business		3
MGMT 490 Emerging Leadership: Theory & Practice		3
BUSI 495 Seminar: Bus. Strategy & Policy		3
College of Business Elective		3
<b>Total Credits</b>		<b>15</b>