

**MASTER TRANSFER ARTICULATION AGREEMENT BETWEEN
CARROLL COMMUNITY COLLEGE
AND
ST. MARY'S COLLEGE OF MARYLAND**

This Master Transfer Articulation Agreement (the “Agreement”) is made and entered into on July 30, 2024, by and between Carroll Community College (Sending Institution) and St. Mary’s College of Maryland (“SMCM”, Receiving Institution). This Master Transfer Articulation Agreement outlines the requirements for Guaranteed Admission, Transfer of Credit, Reverse Transfer, and the creation of Curriculum Transfer Pathways.

A. Purpose

These guidelines are designed to encourage, facilitate and coordinate the transfer and articulation policies, processes and procedures between Carroll Community College and SMCM. This partnership will enhance transfer student advising and promote the acceptance of transfer course equivalencies between Carroll Community College and SMCM, allowing for a seamless and successful transition of students from their Associate’s degree to an SMCM degree program.

B. Qualifying Students

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

1. Have successfully completed an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.) at the Sending Institution after high school graduation;
2. Are enrolled at the Carroll Community College, in good standing;
3. Submit the SMCM Application for Admission by the Transfer Priority Admission deadline(s);
4. Satisfy all other SMCM admission requirements, which are available on the College website at www.smcm.edu or by contacting an SMCM admission counselor;
5. Graduate from Carroll Community College with a minimum cumulative grade-point average (GPA) of 3.2. Cumulative GPA is an average of all course grades you have taken at all of your previously attended colleges/universities;
6. Complete the SMCM transfer admission process, including meeting all applicable SMCM requirements and deadlines pertaining to application for admission, enrollment, orientation, and registration, and payment of tuition and fees;
7. Abide by the policies and procedures, and any revisions thereof that apply to all SMCM students;

8. Submit Carroll Community College official transcripts along with transcripts from any other colleges they may have attended in addition to Carroll Community College; and
9. Enroll at SMCM within 1 year of graduating from Carroll Community College.
10. Students previously enrolled at SMCM are not eligible for this agreement.
11. Part-time students are eligible.

SMCM welcomes International Students to apply to the College. Depending on the applicant's background and circumstances, additional admission materials may be required. Transcripts from foreign institutions must be evaluated by WES. Please check the College website at <https://www.smcm.edu> for details.

C. Responsibilities of St. Mary's College of Maryland

To facilitate the transfer of Carroll Community College graduates to SMCM in accordance with the foregoing, SMCM agrees to the following:

1. SMCM will encourage applicants from Carroll Community College who wish to pursue a baccalaureate degree program at SMCM to complete the Associate's degree prior to transferring to SMCM.
2. Students who meet the requirements outlined in Section B will be guaranteed admission to SMCM. Students who fall below the 3.2 cumulative GPA requirement will still be considered for admission to SMCM.
3. SMCM will accept up to 70 transferable credits from a community college/two-year institution. For students who have previously attended a 4-year college or university prior to Carroll Community College, SMCM will accept up to 90 transferable credits. The combination of all credits transferred (including, for example, AP/CLEP/IB) may not exceed 90 credits.
4. Transfer students with at least 56 transferable credits will enter with Junior-level status.
5. Transfer credit will be awarded to transfer students who meet the SMCM minimum grade requirements for the awarding of transfer credit. To view the requirements for specific majors, please visit <https://catalog.smcm.edu/>.
6. Students completing an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.) at Carroll Community College will satisfy the foreign language requirement and the LEAD Curriculum. Transcripts of students completing an Associate of Applied Science (A.A.S.) at Carroll Community College will be reviewed by SMCM to determine which of the general education requirements are met per the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR). Transfer students are required to complete SMCM CORE-301.

7. SMCM will attend regularly scheduled transfer programs at Carroll Community College.
8. SMCM will invite Carroll Community College students to information/advising meetings with SMCM faculty and staff on a regular basis at both Carroll Community College and SMCM in order to facilitate smooth curricular and co-curricular transition to SMCM.
9. SMCM will invite Carroll Community College transfer advisors and other appropriate faculty and staff to on-campus and virtual events to learn more about SMCM.
10. SMCM will provide Carroll Community College students with SMCM financial aid information.
11. Transfer students entering full-time study at SMCM are eligible for merit scholarships and/or grants.
12. Transfer students who meet the Guaranteed Admission requirements outlined in Section B at the time of admission will be awarded a Guaranteed Admission Scholarship of at least \$500.
13. Transfer students who are admitted to SMCM and are members of Phi Theta Kappa with a GPA of 3.25 or greater, or are a member of their College's Honors Program with a GPA of 3.5 or greater will receive an Honors Scholarship of \$1,000-\$2,000.
14. Transfer students who are offered admission will automatically be considered for non-need based merit scholarships. Merit scholarships are renewable on an annual basis.
15. Transfer students who submit the FAFSA will receive full consideration for institutional, federal and state need-based financial assistance, in addition to the scholarships and grants listed above.
16. Transfer students will have access to counselors in the SMCM Office of Student Financial Assistance for additional information regarding merit or need-based financial assistance from SMCM, private donors, as well as federal and state programs.
17. SMCM will identify and provide contact information for questions about academic requirements, the LEAD Curriculum requirements, degree requirements, and the transfer admission process.
18. Transfer students who matriculate into an SMCM degree program will have all the rights and privileges of other SMCM students.
19. As part of the transfer credit evaluation process, SMCM will evaluate courses/credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB) programs, military credit, or other sources of prior learning credit. SMCM policies for awarding prior learning credit will supersede prior learning credit that may have been awarded by a prior institution. For additional information, please visit

<https://www.smcm.edu/registrar/academic-records/transfer-of-credit/>. Career and Technical Education (CTE) credits will not transfer.

20. SMCM will maintain course equivalency information and make this information available to Carroll Community College.
21. SMCM will develop a Reverse Transfer program with Carroll Community College. The Reverse Transfer program will be an appendix to the agreement.
22. Students who transfer to SMCM from Carroll Community College prior to earning their Associate's degree will be eligible to participate in such a Reverse Transfer program, so long as they have residency at Carroll Community College to make them eligible.

D. Responsibilities of Carroll Community College

1. Carroll Community College will publicize and promote this agreement to prospective and current Carroll Community College students in all appropriate digital/online and traditional promotional materials.
2. Carroll Community College will encourage and arrange for SMCM prospective students and transfer advisors to visit Carroll Community College.
3. Carroll Community College will make arrangements to host SMCM admission representatives on their campus in partnership with SMCM.
4. Carroll Community College will make appropriate accommodations for the SMCM staff to meet with students in a confidential environment. The representative from SMCM will coordinate with the appropriate staff at Carroll Community College to schedule these events.

E. Master Transfer Articulation Agreement Appendices

1. SMCM will work with Carroll Community College to create appendices to this agreement on program-to-program curriculum pathways that specify the Carroll Community College courses that satisfy major requirements required for degree completion at SMCM.
2. SMCM will work with Carroll Community College to create appendices to this agreement that will identify additional pathways from Honors Programs at Carroll Community College.

F. Joint Responsibilities

1. Carroll Community College and SMCM will communicate with each other through appropriate channels regarding curriculum changes as required in COMAR 13B.06.02.04.
2. Carroll Community College and SMCM will collaborate providing information and academic advising from both Carroll Community College and SMCM.
3. Carroll Community College and SMCM jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of Guaranteed Admission transfer.
4. Carroll Community College and SMCM will exchange data and documents on a regular basis that will contribute to the maintenance and improvement of the arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of data about admission information and grades, and reports on the results of program reviews, assessments of students' learning, and decisions of curricular and other committees. SMCM transfer personnel is defined as a school official with respects to this agreement for purposes of FERPA compliance only and agrees not to share student information beyond the scope of this agreement.
5. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), Carroll Community College and SMCM 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).
6. Carroll Community College and SMCM shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR).

G. Revisions, Maintenance, and Termination of this Agreement

1. Any written notice required by this Agreement shall be addressed to the individuals identified below.

| | Carroll Community College | SMCM |
|--|--|---|
| Name of staff person responsible for oversight | April Herring | Jacqui Rogers-Frere |
| Title of staff person | Senior Director of Advising and Retention | Director of Transfer Recruitment, Admission, and Services |
| Email address | aherring@carrollcc.edu | jgrogers@smcm.edu |
| Telephone Number | 410-386-8435 | 240-895-5008 |

Should the staff person or position change, the institution will within 30 business days provide new contact information to the partner institution and inform the Maryland Higher Education Commission of the change.

2. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.
3. Either Institution may, at its sole discretion, terminate this Agreement upon 60 days written notice to the other Institution and the Maryland Higher Education Commission.
4. Both Institutions agree to meet every year to review the terms of this agreement.
5. 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.
6. This Agreement may be modified only by a written amendment executed by both Institutions.

H. Governing Law

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

I. 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.

J. 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.

K. Third-Party Beneficiaries

There are no third-party beneficiaries to this Agreement.

L. 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

St. Mary's College of Maryland

By: *Rosalie V. Mince*
 Dr. Rosalie Mince
 President

By: *Tuajuanda C. Jordan*
 Dr. Tuajuanda C. Jordan
 President

7/30/24
 Date

08.06.2024
 Date