

**MEMORANDUM OF UNDERSTANDING
BETWEEN
STEVENSON UNIVERSITY
AND
THE BOARD OF TRUSTEES OF CARROLL COMMUNITY COLLEGE**
“Streamlined Transfer Agreement”

Preamble

This agreement (the “Agreement”) is made by and between **Stevenson University**, an institution of higher education in the State of Maryland, Baltimore County, located at 100 Campus Circle, Owings Mills, Maryland 21117 (“Stevenson”), and the **Board of Trustees of the Community Carroll Community College (Carroll)**, an institution of higher education in the State of Maryland, Carroll County (“Carroll” or “College”) with a campus location at 1601 Washington Rd, Westminster, MD 21157, to create a collaboration for the Transfer Plus Program (“Transfer Plus” or “Program”), allowing students to be dually-admitted to Stevenson contingent upon the successful completion of the requirements stipulated herein to increase engagement, academic progress and success, and degree completion. Carroll and Stevenson are referred to below individually as a “Party” and collectively as the “Parties”.

I. Purpose of Agreement

The goal of this Agreement is to provide seamless transition from Carroll’s Associate degrees to Stevenson’s campus-based Bachelor’s degrees, in accordance with Stevenson’s Transfer Student Policy, that offers Carroll students incentives and structured transfer pathways for attaining a four-year baccalaureate degree from Stevenson University. In addition, this Agreement contributes to Maryland Higher Education Commission’s completion initiative by increasing associate degree attainment and providing momentum for baccalaureate completion. This Agreement sets expectations for administrators, faculty and staff at both institutions, and fosters a working relationship between the Parties.

II. Eligibility for Program Participation

- A. Carroll and Stevenson will implement the Transfer Plus Program in support of students who:
1. Are currently enrolled in a degree program at Carroll after obtaining a high school diploma or equivalency;
 2. Have a cumulative GPA of 2.5 or greater for credits completed at Carroll;
 3. Have completed no more than 35 credits at Carroll and have at least one semester remaining at Carroll before transferring to Stevenson; and
 4. Submit a Transfer Plus Intent Form acknowledging their intent to attend Stevenson (see Exhibit A attached hereto).
- B. To maintain eligibility of the benefits of the Transfer Plus up to and through transfer to Stevenson, students are required to:
1. Students must apply to Stevenson University by: **October 1st** for the spring semester (and deposit by October 15 for priority registration); **March 1st** for the fall semester (and deposit by March 15th for priority registration).

2. Earn an Associate's Degree from Carroll within four years of Program acceptance; and
3. Enroll at Stevenson for baccalaureate degree completion in a campus-based program. Any student who attends another institution of higher education while participating in the Transfer Plus Program will terminate their participation in the Program. Any student who attends another institution of higher education after graduation from Carroll shall forfeit benefits of the Program and be required to go through the typical transfer process.
4. Students earning an Associate's Degree simultaneously with a high school diploma shall not be eligible for Program participation.

III. Responsibilities of the Parties

A. In support of this collaboration and administration of the Program, Carroll will:

1. Promote the Transfer Plus Program through the web, print, electronic, or social media to general audiences to be acquainted with the Program and to prospective students at the time of admission to Carroll.
2. Facilitate admission to Stevenson, for jointly admitted students upon initial admission and throughout their Carroll student experience. Students may be dually admitted to Carroll and Stevenson in accordance with Stevenson's Student Transfer Policy and all other applicable Stevenson policies and procedures. Students enrolled at Carroll who intend to complete a Bachelor's degree at Stevenson should complete the Transfer Plus Intent Form, which is incorporated by reference and attached to this Agreement as Exhibit A before completing more than 36 credits at Carroll.
3. Provide space for Stevenson staff and faculty to meet with prospective students, conduct pre-transfer advising, and host information sessions.
4. Facilitate the exchange of student transcripts between Carroll and Stevenson for purposes of advising, evaluation, and admission in accordance with FERPA.
5. Confirm the continuous enrollment of all Transfer Plus students at each respective institution on a semester basis.
6. Carroll employees involved in supporting these initiatives shall not be considered employees or agents of Stevenson, and at all times shall only perform duties that are included in their existing job duties at Carroll.
7. Stevenson employees involved in supporting these initiatives shall not be considered employees or agents of Carroll, and at all times shall only perform duties that are included in their existing job duties at Stevenson.

B. In support of this collaboration and administration of the Program, Stevenson will:

1. Establish a Transfer Plus web page for Program information.
2. Provide a dedicated bridge advisor to work with Carroll students on a semester basis, to support progression and retention efforts, including to confirm enrollment in the Transfer Plus Program.
3. Provide embedded student co-advising in furtherance of the Transfer Plus Program (in-person or virtually) to assist students in applying to the Program, meeting

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eligibility requirements, following curriculum maps, and utilizing resources available through the Transfer Plus Program.

4. Share information with Carroll on student enrollment patterns, retention, and degree attainment in accordance with the FERPA.
- C. In support of this collaboration and acceptance of college credit in transfer, Stevenson will, in accordance with and to the extent permitted by Stevenson's Student Transfer Policy and any other applicable Stevenson policies:
1. Require completion of an Associate degree at Carroll for Transfer Plus students.
 2. Accept the integrity of Carroll general education coursework and require no further general education courses for students attaining the Associate of Arts (A.A.) or Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.) degrees. A second composition course is required if the student doesn't have an equivalent course as part of the associate degree.
 3. Accept the sixty (60) semester hours that comprise an Associate of Arts or Associate of Science, or Associate of Arts in Teaching degree to transfer to any Stevenson Bachelor degree program with Junior standing (55-89 credits).
 4. Stevenson will accept the sixty (60) semester hours of the following limited Associate of Applied Science degrees, however additional course work and more than 60 credits at Stevenson may be needed to satisfy requirements for the bachelor's degree. *Carroll students* will transfer to an identified corresponding *Stevenson* program at time of dual admission:

Limited A.A.S Degree Programs:

- A.A.S. Cybersecurity
 - A.A.S. Computer Information Systems
 - A.A.S. Computer Graphics¹
5. Provide Transfer Plus graduates junior class status (55-89 credits) with respect to registration and housing.
 6. Accept up to forty-five (45) credits in transfer through Carroll's documented prior learning and high school articulation agreements that also meet the qualifying scores or academic review approval required by Stevenson University. Credit is awarded at the discretion and with the approval of the appropriate academic program administrator. Official documentation must be submitted to Stevenson University for review. ([Stevenson University Credit for Prior Learning Policies](#))

D. In support of this collaboration, including financial and student support incentives, Stevenson will:

1. Provide Carroll students admitted to Transfer Plus with a Stevenson University ID card. The SU ID card will allow Carroll Transfer Plus students access to select

¹ Courses in Computer Graphics at Carroll and in Graphic Design at Stevenson are offered only once yearly. Students following this pathway will need to declare their intent early and follow the advising plan carefully to get the most benefit out of the Transfer Plus program.

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facilities, programs, and events, and these students will be subject to and required to comply with all Stevenson University rules, policies and procedures currently in existence or as implemented in the future.

2. Advise students participating in the Transfer Plus Program about the potential financial incentives that are available for eligible students through Stevenson's Transfer Advantage program.

IV. **Term**

- A. The initial term of the Agreement shall commence on June 1, 2025 and end on May 31, 2030, unless extended or terminated earlier pursuant to the terms of this Agreement.
- B. Either Party may terminate this Agreement by providing ninety (90) days' written notice to the other Party. If the Agreement is terminated, the termination shall not affect the current transfer students from Carroll that are enrolled at Stevenson under the expiring agreement terms. At any time, this Agreement may be extended by mutual agreement of the Parties in writing. The Parties shall meet, at least annually, to review changes in curriculum, programs and credential requirements for the purpose of determining whether or if the Agreement should be amended.

V. **Program Administrators**

The Parties designate the following individuals to serve as administrators under this Agreement:

Carroll Program Administrator April Herring Senior Director of Advising and Retention aherring@carrollcc.edu 410-386-8435 Melanie Dunn Assistant Director, Advising mdunn@carrollcc.edu	Stevenson University Program Administrators: Amanda Hostalka Vice Provost, Outreach and Dean ahostalka@stevenson.edu 443-394-9509 Director: Dr. Virginia (VJ) Iannone, Ph.D. Vice Provost, Student Success viannone@stevenson.edu (443)352-4710
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VI. **FERPA/HIPAA**

The Parties will comply with all provisions of the federal Family Educational Rights and Privacy Act ("FERPA") in all disclosures of FERPA protected information between Carroll and Stevenson. For example, the Parties may be able to share personally identifiable information from a student record for purposes related to enrollment or transfer, per 34 C.F.R §§ 99.31 (a)(2) and 99.34. Also consistent with FERPA, the Parties shall use reasonable methods to ensure that only those education records necessary to the purpose for the disclosure are provided as permitted under FERPA. Furthermore, both Parties agree to comply with all laws, including, but not limited to, all state and federal laws regarding confidentiality and that otherwise might impact this

Agreement, including FERPA) and the Health Insurance Portability and Accountability Act (HIPAA)(Pub.L. 104–191). Nothing in this Agreement may be construed to allow the Parties to maintain, use, disclose, or share student record information in a manner not allowed under applicable laws or regulations.

VII. Publicity and Promotion

During the term of this Agreement, Stevenson and Carroll may develop and agree upon a mutually acceptable marketing and student recruitment plan to promote the Transfer Plus Program and transfer guides to inform students of the opportunities available. Any and all marketing, promotional or publication materials developed by one Party must be reviewed and approved in writing by the other Party prior to use of any such materials. Carroll agrees to promote transfer guides to Carroll students by allowing Stevenson to place marketing materials in student service centered departments on campus and on the Carroll Transfer Plus or related web pages ([link](#)) subject to Carroll's advance approval.

VIII. Admissions for Special Programs

Carroll students who wish to be considered for admission into any of Stevenson's special degree programs (below) must complete a separate program application and be selected for admission into that given program in accordance with any applicable Stevenson policies and/or guidelines.

- Biomedical Engineering
- Medical Laboratory Science
- Nursing

IX. Acceptance of Transfer Credits

- A. Subject to the terms and conditions of this Agreement, Stevenson shall accept transfer of Carroll credits up to a maximum of seventy (70) applicable semester credit hours.
- B. Students transferring to Stevenson with an Associate of Arts (A.A.), an Associate of Science (A.S.), or an Associate of Arts in Teaching (A.A.T.) degree will have met all of Stevenson's general education (Stevenson Educational Experience) requirements. A second composition course is required if the student doesn't have an equivalent course as part of the associate degree.
- C. Students transferring to Stevenson with an Associate of Applied Science (A.A.S.) or Music (AFA) degree may be required to take additional lower-division general education courses to satisfy Stevenson baccalaureate degree requirements. Institution specific requirements of Stevenson may be required.

X. Academic Planning

To facilitate a seamless transition, Carroll will be responsible for advising Carroll students so that they may develop a comprehensive academic plan as early in their academic career as possible and prior to transfer. Carroll advisors may utilize a variety of advising resources including the Carroll Catalog, Stevenson's Undergraduate Catalog, respective departmental websites, and ARTSYS (the USM online articulation database), to ascertain transferability of coursework.

XI. Financial Aid and Transfer Scholarships

- A. The Free Application for Federal Student Aid (FAFSA) is required to be eligible for need-based aid. Carroll shall encourage students to indicate Stevenson's school code of **002107** when submitting the FAFSA. Carroll shall encourage students to submit the FAFSA beginning October 1 but no later than the priority application deadline of December 15 (for Spring transfer) or June 1 (for Fall transfer).
- B. Transfer Plus students transferring into Stevenson's baccalaureate program with a grade point average of **2.5** or higher who meet the transfer admissions priority deadline are eligible for a \$2000 yearly Transfer Plus Scholarship for up to 2 years of full-time study. Stevenson's transfer scholarship award amounts are subject to change at any time.
- C. All students are considered for Merit Scholarships. Additional scholarships for which students must apply include: Transfer Fellowship (Full-Tuition), Seven Oaks Scholarship, Honor's Incentive for Transfers Scholarship (PTK and Honor's Colleges), Esports Scholarship, Mock Trial Scholarship, Theater and Media Performance Specialty Scholarship, and Visual Arts Scholarships for Transfer Students. Several transfer scholarships apply to fall transfers only. Scholarship details and deadlines can be found at stevenson.edu/transfer.

XII. Reports, Data, and Information

- A. Stevenson shall, in accordance with any applicable laws and/or regulations, provide annual transfer reports to Carroll. Transfer reports will include data on Carroll transfer students that are currently enrolled at Stevenson. Transfer reports should include student demographics, number of credits transferred, program of study, scholarship awardees, number of conferred bachelor's degrees, number of reverse transfer students, and other pertinent information.
- B. Carroll and Stevenson shall collaborate to the best of their abilities to provide data and reports to Stevenson. Reports will include student enrollment information, enrollment breakdown based on programs at Carroll, student demographic data, and other pertinent information.

XIII. Notice of the Agreement

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

XIV. Non-Discrimination

Carroll and Stevenson agree not to discriminate in any manner against a student, applicant, participant or employee on the basis of age, race, color, religion, sex, disability, gender identity, veteran status, sexual orientation, marital status, genetic information, national origin or any other legally protected status in either the selection of students for participation in the Transfer Plus

Program or as to any actions taken pursuant to this Agreement.

XV. Force Majeure

Neither Party shall be responsible for delays or failures in performance resulting from occurrences beyond the control of such Party. Such occurrences shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, governmental regulations imposed after the date of this Agreement, fire, communication line failures, power failures, earthquakes or other disasters. In the event of any such occurrences, the time for performance of the Party affected thereby will be extended by the same number of days as the time of delay resulting from such occurrences.

XVI. Independent Contractors

Nothing contained in this Agreement shall be construed to imply a joint venture, partnership, or principal-agent relationship between the Parties hereto, and neither Party shall, by virtue of this Agreement, have any right, power or authority to act or create any obligation, expressed or implied, on behalf of the other Party. Neither shall this Agreement be construed to create rights or obligations, expressed or implied, on behalf of or for the use of any Parties other than Carroll and Stevenson; and Carroll and Stevenson shall not be obligated, separately or jointly, to any third-parties by virtue of this Agreement. Nothing in this Agreement is intended to create or infer a dual employer relationship between Carroll and Stevenson.

XVII. Amendments

This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Parties.

XVIII. Non-Waiver

The failure of either Party to insist, in any one or more instances, on the performance of any of the terms, covenants, or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, condition or right with respect to further performance.

XIV. Severability

Each provision of this Agreement shall be deemed to be a separate, severable and independently enforceable provision. The invalidity of any provisions shall not cause the invalidity of the remaining provisions hereof.

XV. Enforcement

The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement, or to exercise any rights or remedies, shall not be construed as a waiver of its right

to assert any of the same or to rely on any such terms or conditions at any time thereafter.

XVI. Counterparts

This Agreement may be executed in counterparts and each counterpart shall be deemed an original.

XVII. Assignment

Neither Party shall assign or delegate this Agreement without the prior written consent of the other.

XVIII. Applicable Law

This Agreement, and all claims arising out of or relating to this Agreement, whether sounding in contract, tort, or otherwise, shall be governed in all respects by the laws of the State of Maryland, without reference to its conflicts of laws rules. Carroll and Stevenson expressly consent and submit to the exclusive jurisdiction of any court of competent jurisdiction in the State of Maryland.

XIX. Representations and Warranties

- A. Stevenson represents and warrants that it has the legal capacity to enter into this Agreement. Nothing in the terms of this Agreement shall abrogate the responsibilities assigned to Stevenson under applicable state and federal laws and regulations, or the policies of Stevenson's Board of Trustees for the development of curricula, the assessment of student learning, the transfer of students, nor the award of academic degrees.
- B. Carroll represents and warrants that it is an agency and instrumentality of the State of Maryland and has the legal capacity to enter into this Agreement. Nothing in the terms of this Agreement shall abrogate the responsibilities assigned to Carroll under applicable state and federal laws and regulations, or the policies of Carroll's Board of Trustees for the development of curricula, the assessment of student learning, the transfer of students, or the award of academic degrees.

XX. Indemnification

Each Party, to the extent permitted by law and any restriction thereto, shall defend, indemnify and hold harmless the other Party and its respective trustees, officers, and employees, from and against all claims, damages, losses and expenses, arising out of or resulting from such Party's performance under this Agreement, to the extent that any such claims, damages, losses or expenses are caused by the negligent acts or omissions, or the willful misconduct, of such Party or its subcontractors, employees, invitees, agents or other representatives in the performance of this Agreement. The foregoing obligations of indemnity shall not apply to the extent that any such claims arise directly from the negligence or willful misconduct of the indemnified Party, its agents, employees, or representatives. The provisions of this Section shall survive any expiration or termination of this Agreement.

XXI. Limitation of Liability

- A. It is also understood and agreed that Carroll's obligation in this regard shall be expressly limited to the limits of liability imposed by the provisions of the Courts and Judicial Proceedings Article, Section 5-519, of the *Annotated Code of Maryland*, as amended. It is further understood and agreed that Carroll, by the terms of this Agreement, is not waiving or relinquishing in any manner any defenses that may be available to College, whether relating to governmental or sovereign immunity or otherwise, nor is College relinquishing any defenses that may become available to it at any time during the term of the Agreement, but it is further understood that College is free to assert all defenses available to it as a governmental or State agency or such defenses that become available to them by operation of law.
- B. In no event shall the liability of the College, its trustees, employees, and/or agents, exceed the statutory limitations as prescribed in and limited by the Maryland Code, Courts and Judicial Proceedings Articles, Section 5-519, as amended, and as further limited by the Maryland Code, Education Article, Section 16-107, as amended.

XXII. Notices

Any and all notices required to be given hereunder shall be sent registered or certified mail, postage prepaid, return receipt requested to the address as follows:

To Stevenson University:

Dr. Susan T. Gorman, Executive Vice President for Academic Affairs & Provost
Stevenson University
100 Campus Circle
Owings Mills, MD 21117

With a copy to:

Ms. Amanda Hostalka, Vice Provost for Outreach
Stevenson University
100 Campus Circle
Owings Mills, MD 21117

To Carroll:

Dr. Kristie Crumley, Vice President of Academic and Student Affairs and Dean of Faculty
Carroll Community College
1601 Washington Road
Westminster, MD 21157

With a copy to:

April Herring, Senior Director of Advising and Transfer
Carroll Community College


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1601 Washington Road
Westminster, MD 21157

[Signature Page Follows]

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IN WITNESS WHEREOF, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby evidence their agreement to the above terms and conditions by having caused this Agreement to be executed and delivered on the day and year indicated above.


Elliot Hirshman (Apr 15, 2025 19:54 EDT)

04/15/2025

Dr. Elliot Hirshman

Date

President
Stevenson University


Rosalie Mince (Apr 16, 2025 15:37 EDT)

04/16/2025

Dr. Rose Mince

Date

President
Carroll Community College



04/16/2025

Dr. Susan T. Gorman

Date

Executive Vice President for Academic
Affairs & Provost
Stevenson University



04/17/2025

Dr. Kristie Crumley

Date

Vice President of Academic and Student
Affairs and Dean of Faculty
Carroll Community College

EXHIBIT A

Intent Form

Agreement

This form is to sign up for the Stevenson and Carroll Transfer Plus Program. It is important that you read the agreement prior to signing up. If you have any questions about this program, please talk to your CCC advisor. You must use your CCC email for this form.

Your contact at Stevenson is:

Dr. VJ Iannone, Vice Provost, Student Success
viannone@stevenson.edu, 443.352.4710

Review the Dual Admissions Agreement here [link]:

Hi, April. When you submit this form, the owner will see your name and email address.

Required

1. I have read the dual admissions agreement. (see link above): **Yes**
2. I give permission for Stevenson University and Carroll Community College to share my academic record for the purpose of course planning, transfer, and admissions to Stevenson: **Yes**
3. I understand that if I decide not to attend Stevenson, there will be no penalty, and I will notify my advisor at Carroll Community College as soon as I make that decision. **Yes**
4. Please enter your date of birth
5. Please enter your Carroll ID Number
6. Please enter the email address at which you prefer to be contacted.
7. Please enter your full mailing address (Street Address, City, State Zipcode)
8. Please enter your preferred phone number:
9. Are you a Military connected student? YES/NO
10. Have you previously attended another college? Yes / No
11. How many credits have you completed at Carroll? If you do not know, you can find this information in student planning or your advisor can assist you.
12. How many credits are you currently enrolled in this semester? If you do not know, you can find this information in student planning or your advisor can assist you.
13. What is your expected Graduation Date (Semester and Year - ie: Spring 2026)
14. What semester do you intend to enroll at Stevenson University? (Semester and Year - ie: Fall 2025)
15. What is your current program at Carroll?
16. What is your intended major at Stevenson University. If unknown, enter undecided.

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17. Do you plan to live on campus at Stevenson? Yes / No / Maybe

18. Are you in any of the following programs on campus? Yes / No / Maybe

- PTK
- First in My Family
- Pappalardo Scholars - <https://www.carrollcc.edu/wp-content/uploads/umbc-honors-program-to-honors-college-certificate.pdf>
- STEM Scholars - <https://www.carrollcc.edu/wp-content/uploads/umbc-honors-program-to-honors-college-certificate.pdf>
- Carroll Lynx Scholars - <https://www.carrollcc.edu/wp-content/uploads/umbc-honors-program-to-honors-college-certificate.pdf>
- None of these

Submit











00_Carroll SU Transfer Plus - Memorandum of Understanding FINAL 4-15-25

Final Audit Report

2025-04-17

Created:	2025-04-15
By:	Amanda Hostalka (ahostalka@stevenson.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmy-k18hEmSZ8t4goFYWiqqJMU67SbJTp

"00_Carroll SU Transfer Plus - Memorandum of Understanding F INAL 4-15-25" History

-  Document created by Amanda Hostalka (ahostalka@stevenson.edu)
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2025-04-15 - 8:00:05 PM GMT
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-  Signer rmince@carrollcc.edu entered name at signing as Rosalie Mince
2025-04-16 - 7:37:56 PM GMT- IP address: 167.102.159.2
-  Document e-signed by Rosalie Mince (rmince@carrollcc.edu)
Signature Date: 2025-04-16 - 7:37:58 PM GMT - Time Source: server- IP address: 167.102.159.2
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Document emailed to Kristie Crumley (kcrumley@carrollcc.edu) for signature

2025-04-16 - 8:35:24 PM GMT



Email viewed by Kristie Crumley (kcrumley@carrollcc.edu)

2025-04-17 - 0:37:52 AM GMT- IP address: 73.201.211.180



Document e-signed by Kristie Crumley (kcrumley@carrollcc.edu)

Signature Date: 2025-04-17 - 12:41:41 PM GMT - Time Source: server- IP address: 167.102.159.2



Agreement completed.

2025-04-17 - 12:41:41 PM GMT



Adobe Acrobat Sign