

**COLLEGE OF SOUTHERN MARYLAND AND
ST. MARY'S COLLEGE
OF MARYLAND
DUAL ADMISSION AGREEMENT**

PREFACE

St. Mary's College of Maryland (SMCM) welcomes students from College of Southern Maryland (CSM) into our community of learners. The Dual Admission Transfer Agreement is designed to facilitate CSM students' ease of transfer to SMCM. This Agreement supersedes any other Dual Admission agreement signed between CSM and SMCM.

Under this Agreement, CSM students graduating with any CSM Associate in Arts (A.A.), Associate in Science (A.S.), Associates of Arts in Teaching (A.A.T), Associates of Science in Engineering (A.S.E.) or Associate of Applied Science (A.A.S.) degree program will be eligible for Dual Admission, which entitles them to be admitted to an undergraduate program at SMCM, provided that students:

1. Complete a "Dual Admission Program Intent to Enroll Form" at the time of admission to CSM, or no later than when they have completed 30 college transferable credits, including CSM courses and those from other colleges and universities.
2. Submit the SMCM Application for Admission, ideally once 45 credits have been earned at CSM, or at least six months prior to the start of the semester he/she wishes to transfer to St. Mary's College of Maryland.
3. Satisfy all other SMCM admissions requirements, which are available on the University website at <http://www.smcm.edu> or by contacting an admissions counselor at St. Mary's College of Maryland.
4. Graduate from CSM with a minimum cumulative grade-point average (GPA) of 2.75.
5. Recognize that grades of "C" or better will transfer and will be transcribed as transfer credits or "TR" on the SMCM transcript. Per COMAR regulations, grades of D will transfer although may not be used for major/minor requirements.
6. Understand that there is no residential living requirement for incoming students.
7. Per COMAR regulations, students can transfer a maximum of 70 credits from a 2-year college. Transferring 56-89 credits into SMCM qualifies incoming students as junior status.
8. Understand that if they were previously enrolled at SMCM, they are not eligible for this agreement.
9. Submit CSM transcripts along with any other colleges they may have attended prior to attending CSM.

Additionally, students seeking to enter SMCM as a full-time student are encouraged to enroll within one year of graduating from CSM. Students may not attend another institution between graduation and enrollment at SMCM to benefit from Dual Admission.

SMCM welcomes International Students to apply to the College. Additional admission materials will include the Test of English as a Foreign Language (TOEFL) and WES transcript evaluations if applicable. Please check the College website at <http://www.smcm.edu> for details.

The Dual Admission program is also available for part-time students.

QUALIFICATIONS FOR THIS AGREEMENT

Students interested in Dual Admission to SMCM are encouraged to consult with a Transfer Advisor at CSM and the Transfer Admission Counselor at SMCM to assist in choosing courses which will meet the requirements in the declared major. Transcripts will be evaluated on a preliminary basis by the Transfer Coordinator from the SMCM Admissions Office or the Transfer Evaluator in the Registrar's Office prior to application upon request.

OBLIGATIONS OF ST. MARY'S COLLEGE OF MARYLAND

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

1. To attend regularly scheduled transfer programs at CSM and to provide CSM with a Dual Admission "Intent to Enroll Form" to distribute upon the request.
2. To invite CSM students to information/advising meetings with SMCM faculty and staff on a regular basis at both CSM and SMCM in order to facilitate smooth curricular and co-curricular integration to St. Mary's College of Maryland
3. To send SMCM letters of admission to all CSM students who complete a Dual Admission "Intent to Enroll Form" and who meet the conditions set forth in the Preface. It is recommended that students confirm their intention to matriculate at SMCM by June 1st for the fall semester, or by December 1st for the spring semester and satisfy all other regular SMCM admissions requirements. CSM students who complete a "Dual Admission Program Intent to Enroll Form" will be governed by the SMCM degree requirements in effect at the time of the signing of the form, as stated in the undergraduate catalog. Please note that COMAR regulations state that a student who has been continuously enrolled in a MD public institution can choose the catalog year of the year they began the initial institution. The application fee for SMCM will be waived for students that enroll in this agreement.
4. Those students entering fulltime study at SMCM are eligible to be awarded academic scholarships and/or grants per established guidelines at the time of enrollment.

Scholarships are renewable on an annual basis and students must meet with a Financial Aid advisor for additional information. SMCM offers a variety of scholarships and grant awards. These opportunities include merit-based and need-based aid and grants. Sources of these awards include SMCM, private donors, as well as federal and state programs.

5. To provide students with a SMCM Library card, and access if requested, after a student has submitted their Dual Admission Intent Form.
6. To ensure that incoming students will be provided with SMCM financial aid information and receive full consideration for SMCM financial aid, in addition to appropriate scholarships and grants listed above, upon matriculation at St. Mary's College of Maryland.
7. To ensure that CSM graduates entering SMCM under the terms of this Agreement go through SMCM's normal transfer admissions process, including meeting all applicable SMCM requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, and any revisions thereof that apply to all SMCM students. Incoming matriculated students will have all the rights and privileges of other SMCM students.

8. To continue working with CSM on program-to-program curriculum articulation agreements that specify for CSM transfer students the CSM courses that satisfy major requirements for degree completion at SMCM.
9. To periodically invite CSM students to SMCM events.

OBLIGATION OF THE COLLEGE OF SOUTHERN MARYLAND

CSM agrees to publicize this agreement to prospective and current CSM students in its promotional literature, and make special arrangements for SMCM recruiters and advisors to visit CSM to meet with prospective and current Dual Admission students.

JOINT OBLIGATIONS

1. To inform each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any changes of policy or curricula that affect those students. Both SMCM and CSM will review this Agreement on a regular basis and make any changes upon mutual agreement, as needed. Such changes will be effective when both CSM and SMCM sign the revised document.
2. Students are required to graduate from CSM with a minimum GPA of a 2.75. Transferrable courses with grades of D or better will be brought into SMCM as transfer credits. A minimum grade of C or C- is required if these credits apply to the student's selected major.
3. To collaborate in providing students with information and academic advising both from SMCM and CSM. SMCM will make available contact information for questions about St. Mary's College of Maryland's academic requirements, Core Curriculum requirements, degree requirements, and the process of transferring to SMCM.
4. To jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of Dual Admission transfer.
5. To designate a representative or representatives who will coordinate the Dual Admission Transfer Agreements between the two institutions.
6. To 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 individual transfer students, including admissions information and grades, and reports on the results of program reviews, assessments of students' learning, and decisions of curricula and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the Dual Admission "Intent to Enroll Form."
7. This Agreement may be updated (by means of addenda), upon mutual agreement by appropriate officials of the two institutions, to allow for additional curriculum articulation sheets accommodating course equivalencies for specific major(s)/minor(s)/certificate program(s). This Agreement sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior understandings, memos, writings or agreements of the parties with respect to the subject matter hereof. Any waiver by a party of any of its rights or of the other party's obligations must be in writing.

8. To provide, when available, direct links between the SMCM and CSM websites when applicable.

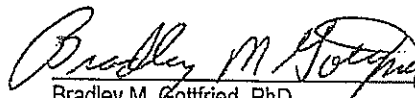
REVISIONS, RENEWAL AND TERMINATION OF THIS AGREEMENT

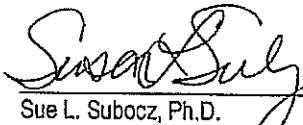
The SMCM Vice President for Academic Affairs and the appropriate officers at CSM are responsible for identifying and communicating to each other changes in the policies or requirements of their respective institutions that affect this Agreement.

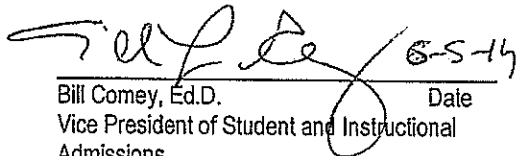
This Agreement will be in effect, as of the date of its signing, for students entering SMCM fall semester 2014 or after. It will be reviewed on a regular basis by the appropriate parties at each institution and will be renewed automatically until superseded by new Agreements or formally terminated. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effect date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to SMCM under the terms of this Agreement.

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from CSM to St. Mary's College of Maryland, and to expand their opportunities for academic success there, is indicated by the following signatures. The undersigned representatives of the parties, CSM and St. Mary's College of Maryland, have executed this Agreement on the dates indicated:

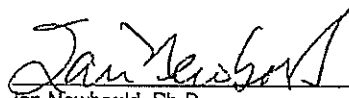
College of Southern Maryland


Bradley M. Gottfried, PhD
President
Date 6-5-14

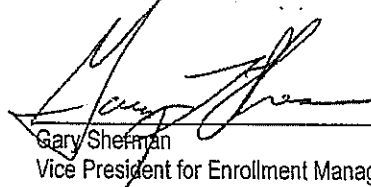

Sue L. Subocz, Ph.D.
Vice President of Academic Affairs
Date

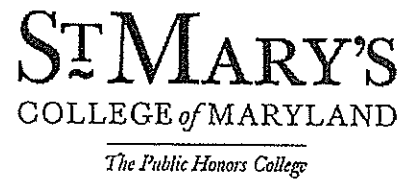

Bill Comey, Ed.D.
Vice President of Student and Instructional Admissions Support Services
Date 6-5-14

St. Mary's College of Maryland


Ian Newbould, Ph.D.
Interim President
Date 6/5/2014


Beth Rushing, Ph.D.
Vice President for Academic Affairs and Dean of Faculty
Date


Gary Shefman
Vice President for Enrollment Management and Dean of
Date 6/5/14



Reverse Transfer Agreement

This Reverse Transfer Agreement (hereinafter "Agreement") is made between St. Mary's College of Maryland ("SMCM"), 18952 E Fishers Rd, St Mary's City, MD 20686, and College of Southern Maryland ("CSM"), institutions of higher education organized and existing under the laws of the State of Maryland. In consideration of the mutual promises and conditions contained in this Agreement, SMCM and CSM (collectively, the "Parties") mutually agree as follows:

Pursuant to the Agreement, the Parties establish a reverse transfer program that will permit students who transfer from CSM to SMCM before earning an associate degree the opportunity to transfer SMCM credits back to CSM to apply towards completion of the CSM associate degree simultaneous with the student's matriculation at SMCM.

Provisions of the Agreement

Students transferring to SMCM must transfer a minimum of 45 credits to participate in the program. A minimum of 30 of those credits must be earned at CSM.

CSM students will express interest in the program by filling out the Reverse Transcript Agreement form at CSM with the intent to transfer to SMCM. SMCM will waive the transcript fee when transcripts are sent in conjunction with this Agreement.

Upon completion of credits needed to revert to CSM for associate degree conferral, participants must have a minimum grade point average of 2.0 at both SMCM and CSM or the minimum GAP required for CSM's program of study.

CSM will accept letter grades of D and above to fulfill their requirements unless otherwise noted in CSM's degree requirements.

CSM will use upper-division courses to fulfill their lower-division course requirements when applicable.

CSM will provide SMCM with a list of all of the students who have agreed to be involved in the reverse transfer contract. CSM will also provide SMCM with a copy of the student's signed Reverse Transcript Agreement which includes permission for SMCM to send periodic transcripts to CSM.

CSM will waive the general education competency assessment required for graduation for participants of this program.

CSM may determine if a student is eligible for a degree in a program other than the intended program of study, based on courses completed and intended majors listed on the SMCM transcript.

Both institutions will develop, disseminate, and present the reverse transfer information to students.

CSM will provide SMCM an official transcript with an associate degree noted on it upon completion of a successful reverse transfer.

CSM will provide academic advisement to reverse transfer participants.

SMCM will send paper copies of SMCM transcripts of the participating students to CSM at the end of the Fall and the Spring semesters until SMCM has been notified by CSM of the completion of the student's associate degree. Upon completion of the associate degree, the student will no longer be a participant in this reverse transfer agreement.

Modification

This agreement may not be modified without the prior written consent between both Parties. Neither Party may assign any rights or interests nor delegate its duties under this Agreement, in whole nor in part, without the express prior written consent of the other Party; any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes.

General

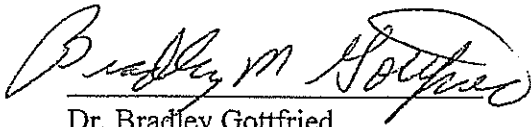
The parties hereto are independent contractors and no Party is an employee, agent, partner, franchise or joint venture of another Party. No Party hereto shall have the right to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other Party. The Parties shall at all times under this Agreement comply with all Federal, State, and local laws and institutional policies. Both Parties agree to maintain the privacy and security of personally identifiable educational records and health information and to prevent disclosure in compliance with Federal laws. The Parties agree to report any suspected child abuse and/or neglect in compliance with State law and SMCM policy.

Term of Contract

This agreement will remain in force for the duration of the guiding Memorandum of Understanding and will be automatically renewed with the guiding Memorandum of Understanding unless either institution provides written notification of termination to the other Party by U.S. Mail at the addresses of the Parties below identified. In no event shall termination of this Agreement by either Party take effect before the end of a then current academic term or adversely impact any student who may be participating in the reverse transfer program.

Approval

The Parties have caused this Agreement to be duly executed as of the dates below written.



Dr. Bradley Gottfried
College of Southern Maryland
8730 Mitchell Road
PO Box 910
La Plata, MD 20646

6-5-14

Date



Dr. Ian Newbould
St. Mary's College of Maryland
18952 E Fishers Rd
St. Mary's City, Maryland 20686

6/5/2014

Date