

**COLLEGE OF SOUTHERN MARYLAND AND  
BOWIE STATE UNIVERSITY  
GUARANTEED ADMISSION AGREEMENT**

**PREFACE**

Bowie State University (BSU) welcomes students from College of Southern Maryland (CSM) into our community of learners. The Guaranteed Admission Transfer Agreement is designed to facilitate CSM students' ease of transfer to BSU. This Agreement supersedes any other general admissions agreement signed between CSM and BSU.

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 the Guaranteed Admissions program.

Students must:

1. Submit the BSU Application for Admission at least six months prior to the start of the semester he/she wishes to transfer to Bowie State University.
2. Satisfy all other BSU admissions requirements, which are available on the College website at [www.bowiestate.edu](http://www.bowiestate.edu) or by contacting an admissions counselor at Bowie State University.
3. Graduate from CSM with a minimum cumulative grade-point average (GPA) of 2.0.
4. Recognize that grades of "D" or better will transfer. However, courses with a "D" grade may or may not count towards a major.
5. Understand that there is no residential living requirement for incoming students, though transfer students may request on-campus housing if they wish.
6. Understand that BSU will accept up to 65 transferable credits.
7. Understand that students with at least 60 transferable credits will enter with junior status.
8. Understand that if they were previously enrolled at BSU, they are not eligible for this agreement.
9. Submit CSM transcripts along with transcripts from any other colleges they may have attended prior to attending CSM.
10. Understand that for some professional programs, there is a secondary admissions process, and that admission to BSU does not guarantee admissions to a specific program.

To benefit from the Guaranteed Admissions program, students must enroll in BSU within one year of graduating from CSM without attending another institution of higher education.

BSU welcomes International Students to apply to the College. Additional admission materials will include the Test of English as a Foreign Language (TOEFL) and AACRAO, WES or ECE transcript evaluations if applicable. Please check the College website at [www.bowiestate.edu](http://www.bowiestate.edu) for details.

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

**QUALIFICATIONS FOR THIS AGREEMENT**

Students interested in the Guaranteed Admission program are encouraged to consult with a Transfer Coordinator at CSM and the Transfer Coordinator at BSU to assist in choosing courses which will meet the requirements in the declared major. Transcripts will be evaluated on a preliminary basis by a representative from the BSU Admissions Office prior to application upon request.

## **OBLIGATIONS OF BOWIE STATE UNIVERSITY**

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

1. To attend regularly scheduled "transfer" programs at CSM.
2. To invite CSM students to information/advising meetings with BSU faculty and staff on a regular basis at both CSM and BSU in order to facilitate smooth curricular and co-curricular integration to Bowie State University.
3. Those students entering full-time study at BSU are eligible to be awarded academic scholarships and/or grants as any other student entering the College within the same semester.

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

4. To ensure that incoming students will be provided with BSU financial aid information and receive full consideration for BSU financial aid, in addition to appropriate scholarships and grants listed above, upon matriculation at Bowie State University.
5. To ensure that CSM graduates entering BSU under the terms of this Agreement go through BSU's normal transfer admissions process, including meeting all applicable BSU 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 BSU students. Incoming matriculated students will have all the rights and privileges of other BSU students.
6. 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 required for degree completion at BSU.

## **OBLIGATION OF THE COLLEGE OF SOUTHERN MARYLAND**

1. CSM agrees to publicize this agreement to prospective and current CSM students in its promotional literature, and make arrangements for BSU recruiters and advisors to visit CSM.
2. Provide BSU with a list of CSM graduates.

## **JOINT OBLIGATIONS**

1. To consult with 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 BSU 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 BSU sign the revised document.
2. Students are required to graduate from CSM with a minimum GPA of a 2.0. Courses with grades of "D" or better will be brought into BSU as transfer credits. However, many majors require a minimum grade of C or above for courses that fulfill major requirements.

3. To collaborate in providing students with information and academic advising both from BSU and CSM. BSU will make available contact information for questions about Bowie State University's academic requirements, Core Curriculum requirements, degree requirements, and the process of transferring to BSU.
4. To jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of Guaranteed Admission transfer.
5. 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.
6. 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.
7. To provide, when available, direct links between the BSU and CSM websites when applicable.

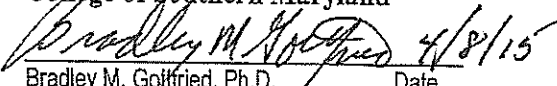

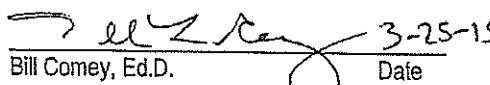
**REVISIONS, RENEWAL AND TERMINATION OF THIS AGREEMENT**

The BSU 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.

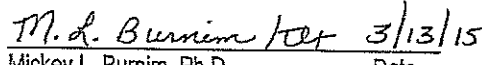
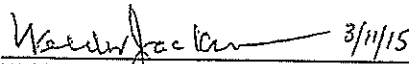
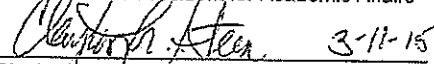
This Agreement will be in effect, as of the date of its signing, for students entering BSU spring semester 2015 or after. It will be reviewed on a regular basis by the appropriate parties at each institution and will be renewed automatically until superseded by new Agreements or formally terminated. 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 BSU 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 Bowie State University, and to expand their opportunities for academic success there, is indicated by the following signatures. The undersigned representatives of the parties, College of Southern Maryland and Bowie State University, have executed this Agreement on the dates indicated:

**College of Southern Maryland**

	4/8/15
Bradley M. Gottfried, Ph.D.	Date
President	
	4-7-15
Robert Farinelli	Date
Interim Vice President of Academic Affairs	
	3-25-15
Bill Comey, Ed.D.	Date
Vice President of Student and Instructional Support Services	

**Bowie State University**

	3/13/15
Mickey L. Burnim, Ph.D.	Date
President	
	3/11/15
Weldon Jackson, Ph.D.	Date
Provost & Vice President for Academic Affairs	
	3-11-15
Clayton Steen, Ph.D.	Date
Assistant Vice President for Enrollment Management	



## **Reverse Transfer Agreement**

This Reverse Transfer Agreement (hereinafter "Agreement") is made between Bowie State University ("BSU"), 14000 Jericho Park Road, MD 20715-9465, a constituent institution of higher education in the University System of Maryland an agency of the State of Maryland, and College of Southern Maryland ("CSM"), an institution 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, BSU 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 BSU before earning an associate's degree the opportunity to transfer BSU credits back to CSM to apply towards completion of the CSM associate degree simultaneous with the student's matriculation at BSU.

### **Provisions of the Agreement**

Students transferring to BSU must transfer a minimum of 45 credits to participate in the program. A minimum of 15 of those credits must be earned at CSM.

CSM students will express interest in the program when filling out their transcript request form at CSM with the intent to transfer to BSU.

BSU will send a transcript to CSM once a student has a cumulative total of 60 credits posted to their BSU record or upon request of CSM.

BSU 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 BSU and CSM or the minimum GPA required for CSM's program of study.

CSM will accept letter grades of A, B, C, or D 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 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 academic advisement to Reverse Transfer participants.

BSU will track reverse transfer participants at the end of the fall and spring semester and the degrees conferred at both institutions.

### **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 BSU 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.

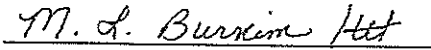
**Approval**

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



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

4/8/15  
Date



Mickey Bumim, President  
Bowie State University  
14000 Jericho Park Rd  
Bowie, Maryland 20715-9465

3/13/2015  
Date

# ARTICULATION AGREEMENT

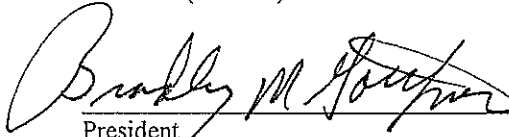
**College of Southern Maryland**  
**Associate of Arts in General Studies: Criminal Justice**  
**and**  
**Associate of Applied Sciences in Criminal Justice**

**Bowie State University**  
**Bachelor of Arts in Criminal Justice**  
**and**  
**Bachelor of Science in Criminal Justice**

Entered into this 18<sup>th</sup> day of July, 2014.  
(date) (month)



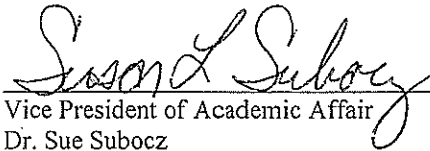
President  
Dr. Mickey L. Burnim  
Bowie State University



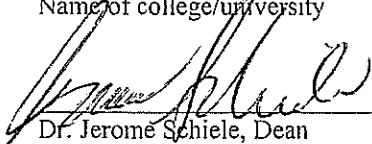
President  
Dr. Bradley Gottfried  
College of Southern Maryland



Dr. Weldon Jackson, Provost  
Bowie State University  
Name of college/university



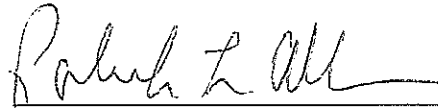
Vice President of Academic Affair  
Dr. Sue Subocz  
College of Southern Maryland



Dr. Jerome Schiele, Dean  
College of Professional Studies  
Bowie State University



Chair  
Department  
Name of college/university



Division Chair  
Dr. Patrick Allen  
College of Southern Maryland

This agreement is effective with new Bowie admits Fall of 2014.  
This agreement will remain in effect until Fall 2017.

## ARTICULATION AGREEMENT

College of Southern Maryland, Associate of Arts in General Studies: Criminal Justice and the Associate of Applied Science in Criminal Justice and Bowie State University, Bachelor of Arts and Bachelor of Science in Criminal Justice

College of Southern Maryland (hereafter referred to as CSM, a multi-campus community college in Charles, Calvert and St. Mary's Counties, Maryland) and Bowie State University (hereafter referred to as BSU, a public four-year state university in Prince George's County, Maryland) and a constituent institution of the University System of Maryland agree to offer an articulated program leading to the award of an Associate of Arts (A.A) in General Studies: Criminal Justice and the Associate of Applied Sciences (A.A.S) in Criminal Justice and a Bachelor of Arts and Bachelor of Science in Criminal Justice. They further agree that students from CSM, through this articulation policy, will be allowed to transfer credits earned from the A.A/A.A.S degree to BSU leading to the award of the B.A/B.S degree. The following general principles guide the operation of this Agreement:

1. The program is designed for graduates of the A.A/A.A.S degree in criminal justice at CSM. A maximum of 65 credit hours from CSM will be allowed toward fulfillment of the 120 credit hours required for baccalaureate completion.
2. All courses meeting general education requirements at CSM will transfer to BSU as general education.
3. Students must maintain a 2.0 cumulative grade point average in order to transfer.
4. The maximum number of credits that will be accepted by BSU toward degree requirements from non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores) is 30.
5. Once the A.A/A.A.S is completed and the student has been admitted to BSU, the student may commence the criminal justice name of major by completing a "Declaration of Major" form and registering for courses.
6. While CSM and BSU do not presently have a dual enrollment program should one be agreed to, this agreement will not preclude students from participation and students may apply for and receive the benefits of dual enrollment. Those students would then be subject to the policies of said program should they apply.



7. CSM students who have completed the A.A./A.A.S degree in criminal justice will be given every consideration for financial assistance and will be eligible to compete for academic scholarships at BSU.
8. This agreement becomes effective on the date set forth on the first page of this document. CSM and BSU agree to publicize this program. They further agree to monitor the performance of this agreement and to revise it as necessary. The agreement may be terminated by either party for due cause and after adequate notice to the other. Termination of the agreement will not affect any students currently enrolled at CSM in the criminal justice at the time of termination, and they shall be able to transfer credits pursuant to this agreement.
9. BSU will establish a mechanism to provide information on the academic progress of the CSM student enrolled as a result of this agreement.

### **PURPOSE OF AGREEMENT**

This agreement is entered into to serve the instructional needs of CSM students and graduates. The general purpose of this agreement is to make clear the terms of this articulation agreement.

There are three specific goals under this agreement. First, it is the intent that this articulation agreement will facilitate a smooth transition from CSM's criminal justice program to the B.A./B.S criminal justice program at BSU as efficiently as possible. CSM graduates will understand how BSU transfers the credits they earn at CSM, as well as the changes in requirements that may permit more flexible scheduling once the student has been admitted to and enrolled at BSU. This agreement provides a systematic plan for students to continue their higher education beyond the A.A./A.A.S degree from CSM.

Second, this agreement is a publication of a clear set of understandings and expectations for both institutions and programs. Making our expectations clear to students and between institutions not only contributes to the first goal, but also allows institutions to work collaboratively to meet the needs of CSM graduates. Like any policy agreement, this articulation agreement will need to be updated, revised and refined as instructional programs are revised.

Third, CSM encourages graduates to continue their educational pathway in criminal justice for both personal and professional development, as well as career advancement the criminal justice profession. This articulation agreement facilitates students' successful achievement of credentials in the field.

The following sections describe the specifics of the agreement.

### **A.A./A.A.S in Criminal Justice-B.A./B.S. in Criminal Justice Transfer Agreements**

The A.A./A.A.S criminal justice degree at CSM is considered a career/transfer program. Therefore, criminal justice students who transfer to Bowie State University will have their coursework evaluated on a course-by-course basis to determine which of BSU's general education requirements and discipline requirements have been met. By taking full advantage of the CSM-BSU course agreements outlined below, the transfer student will matriculate at junior standing. Further, this agreement allows the student who has obtained an A.A./A.A.S Degree in criminal justice from CSM and who has enrolled in the criminal justice program at BSU to apply up to 65 transfer credits to required components of the major.

The following indicates the course-to- course equivalency, including general education, as agreed within the articulation agreement.

### **A.A. General Studies: Criminal Justice to B.A./B.S. Criminal Justice**

<b>CSM Course</b>	<b>Credits</b>	<b>BSU Equivalent</b>	<b>CSM Notes</b>	<b>BSU Notes</b>
CJS 1015	3	CRJU 201	.	
CJS 2010	3	Elective		
CJS 2030		CRJS 316	.	
BAD 1335 or ITS 1015	3	COSC 110		
ENG 1010	3	ENGL 101		
ENG 1020	3	ENGL 102		
SOC 1010 or SOC 2010	3	SOCI 101 for SOC 1010		SOCI 101 is required
WFS 1701 or WFS 1700/L	3	HEED 102		
Arts/Humanities	3			BSU recommends HST 1060 to meet general education requirements (BSU equivalent HIST 114 or HIST 115)
Biological/Physical Science	7	See BSU catalog for list of courses	See General Education Listing	One science course must have lab
Communication	3		See General Education Listing	
Mathematics	3		See General Education Listing	
Social and Behavioral Science	3		See General Education	BSU requires ECN 2025 for CRJU major (BSU equivalent

			Listing	is ECON 212)
CJS Electives	6	Electives		Electives
Other Electives	12	Electives		
<b>Total Credits</b>	<b>61</b>			

**A.A.S Criminal Justice & 2 B.A./B.S. Criminal Justice**

CSM Course	Credits	BSU Equivalent	CSM Notes	BSU Notes
BAD 2710	3	Elective		
CJS 1015	3	CRJU 201		
CJS 2010	3	CRJU 324		
CJS2030	3	CRJU 316		
CJS 2040	3	SOCI 302		
CJS 2060	3	CRJU 323		
CJS 2100	3	Elective		
BAD 1335 or ITS 1015	3	COSC 110		
ENG 1020	3	ENG 101		
ENG 2050 or ENG 2090	3			<b>Second Composition and Writing course</b>
SOC 1010 or SOC 2010	3			SOCI 101 is preferred
WFS 1701 or WFS 1700/L	3	HEED 102		
Arts/Humanities	3			BSU recommends HST 1060 to meet general education requirements
Biological/Physical Science	*3		See General Education Listing	*BSU students need 6/7 science credits
Communication	*3	Arts/Humanities	See General Education Listing	*BSU students need 6 credits in ARTS/Humanities.
Mathematics	3	Math 118, Math 125, or Math 127	See General Education Listing	
CJS Electives	6			Electives
Other Electives	6			BSU requires ECN 2025 for major. For other General Education requirements see note below
<b>Total Credits</b>	<b>60</b>			

Students may transfer up to 65 credits to BSU. The following courses will meet additional transferrable degree requirements. If courses are not completed at CSM, the equivalent must be completed at BSU.

CSM Course	Credits	BSU Equivalent	CSM Notes	BSU Notes
Biological/Physical	4		See General Education	Meets BSU general

Science with Lab		Listing	education
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### Upper Division Bowie State University Requirements

All CSM transfer students with an A.A./A.A.S in criminal justice will be required to take a minimum of 60 credits of upper division coursework at BSU.

In addition to the general education requirements indicated in the preceding section of this articulation agreement, the Bachelor of Arts/Science degree with a major in criminal justice at BSU requires students to successfully complete the following upper level course work:

#### A.A. General Studies: Criminal Justice to B.A./B.S. Criminal Justice (61 credits transferred to BSU)

<u>Upper Division (Bowie State University) Requirements</u>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
CRJU 202	<i>American Judicial System</i>	3
CRJU 203	<i>American Corrections</i>	3
CRJU 327	<i>Theories</i>	3
CRJU 328	<i>Race, Class, and Gender and Criminal Justice</i>	3
CRJU 403	<i>Criminalistics I</i>	3
SOCI 309	<i>Elementary Statistics I</i>	3
SOCI 412	<i>Methods of Sociological Research</i>	3
SOCI 413	<i>Data Analysis</i>	3
CRJU 418	<i>Seminar in Criminal Justice</i>	3
SOCI 400	<i>Criminal Justice Practicum</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
CRJU	<i>Criminal Justice Concentration Course</i>	3
	<i>General Elective</i>	3
	<i>General Elective</i>	3
	<i>General Elective</i>	2
<b>Total</b>		<b>59</b>

**A.A.S Criminal Justice & 2 B.A./B.S. Criminal Justice**

<b><i>Upper Division (Bowie State University) Requirements</i></b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<i>Natural Science course with Lab</i>	<i>4</i>
<i>CRJU 202</i>	<i>American Judicial System</i>	<i>3</i>
<i>CRJU 203</i>	<i>American Corrections</i>	<i>3</i>
<i>CRJU 327</i>	<i>Theories</i>	<i>3</i>
<i>CRJU 328</i>	<i>Race, Class, and Gender and Criminal Justice</i>	<i>3</i>
<i>CRJU 403</i>	<i>Criminalistics I</i>	<i>3</i>
<i>SOCI 309</i>	<i>Elementary Statistics I</i>	<i>3</i>
<i>SOCI 412</i>	<i>Methods of Sociological Research</i>	<i>3</i>
<i>SOCI 413</i>	<i>Data Analysis</i>	<i>3</i>
<i>CRJU 418</i>	<i>Seminar in Criminal Justice</i>	<i>3</i>
<i>SOCI 400</i>	<i>Criminal Justice Practicum</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
<i>CRJU</i>	<i>Criminal Justice Concentration Course</i>	<i>3</i>
	<i>General Elective</i>	<i>3</i>
	<i>General Elective</i>	<i>2</i>
<b><i>Total</i></b>		<b><i>60</i></b>

Students are required to earn at least a “C” grade in all courses in order for the course grade to be eligible for transfer credit unless it is a general education course. FRSE101 requirement is waived for students who complete the A.A.S. degree in Criminal Justice.

*Course Sequencing (if appropriate) See below for example.*

CSM criminal justice students transferring to the criminal justice program at BSU should be aware that the criminal justice curriculum is built upon a series of established course sequences. For students to progress through the program, they must have the appropriate pre-requisites, co-requisites, and must also achieve sufficient GPA levels. SOCI 101 Introduction to Sociology is a pre-requisite for all Criminal Justice Courses. Students must maintain a minimum of 2.0 GPA.

### OVERVIEW AND SUMMARY

For students following this agreement, the steps are as follows:

**Step 1:** Complete the A.A./A.A.S degree in criminal justice at CSM.

*Indicate the contact person for developing the educational plan at CSM.*

**Step 2:** Apply for admission to Bowie State University, indicating Bachelor Science Criminal Justice as the intended major. Applications for admission can be obtained online at [www.bowiestate.edu/apply](http://www.bowiestate.edu/apply).