

The College of Southern Maryland (“Southern Maryland”) and Colorado State University–Global Campus (“CSU-Global”) hereby establish a Memorandum of Understanding (“MOU”) to facilitate students’ transfer from Southern Maryland to CSU-Global.

### **PURPOSE**

- This MOU formally recognizes that both institutions are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.
- Both institutions enter into this MOU in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution, furthermore, is dedicated to serving students from all walks of life, regardless of race, ethnicity, religion, sex, disability, color, age, marital status, national origin or other non-merit factors.
- Under the terms and conditions of this MOU, participating students will maximize as much as possible their community college coursework and credits.
- Through ongoing communication between their faculty and staff, Southern Maryland and CSU-Global will better understand the obstacles confronting students who are transferring and cooperate in removing such obstacles. By working at the department level, the courses that a student takes at Southern Maryland can be matched with courses required at CSU-Global.

The MOU provides a structure through which transfer articulation on all levels can be supported. CSU-Global understands and agrees that transfer articulation is with the College of Southern Maryland as a whole and not with individual campuses. Therefore, it is understood and agreed that courses taken at any College of Southern Maryland college or center are considered equally transferable.

### **TRANSFER ELEMENTS**

#### **Treatment of Associate degrees and general education core as admission criteria**

This MOU establishes the principle that all applicable associate degrees at Southern Maryland transfer to CSU-Global. College of Southern Maryland graduates will not need to repeat lower-division general education requirements at CSU-Global. All credits are accepted and applied toward the designated/appropriate college degree(s). Articulated Associate degrees will be identified, maintained, and available as a separate document from this MOU.

Southern Maryland graduates with a minimum cumulative GPA of 2.0, courses numbered 1001 and above, entering under the terms of this MOU are guaranteed admission into the university. However, students should be advised that some degree programs at CSU-Global might require a higher GPA for admission.

Southern Maryland graduates will follow CSU-Global's transfer process and, therefore, must meet all applicable requirements and deadlines pertaining to application for admission, advising, registration, and payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students from that institution.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the transfer guide for the academic program they plan to pursue at CSU-Global. If the student intends to change degree focus upon admission to CSU-Global, the student may be required to complete some lower division preparation work prior to beginning the program at CSU-Global.

### **Treatment of College of Southern Maryland coursework as admission criteria**

Students who transfer to CSU-Global with less than an Associate degree (and have not completed the General Education requirements), an Associate in Applied Science degree, or an Associate degree that does not articulate to a CSU-Global program, will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at CSU-Global. However, if these students have taken equivalent General Education courses at the sending institution, these courses will be accepted toward satisfying General Education requirements at CSU-Global.

College of Southern Maryland students who plan to transfer to CSU-Global may complete any missing general education by [i] taking the additional Southern Maryland lower-division courses required to complete the general education core at Southern Maryland, [ii] complete the general education requirements at CSU-Global, or through approved CLEP or DSST exams.

### **Award of Upper-Division Credit**

Students who transfer lower-division credits beyond that required for an Associate degree or whose lower-division credits/competencies are equivalent to designated upper-division credits/competencies, can request/petition these courses/competencies be evaluated by CSU-Global and, where appropriate, equivalent upper-division credit will be awarded.

### **Total Number of Transferable Credits**

The maximum number of lower-division credits that can be accepted and applied to the university degree at CSU-Global is **sixty-four (64)**. This transfer credit limit will be the difference between total credits required for degree completion and university upper-division requirements.

### **Evaluation Process**

There will be an annual evaluation process of the partnership supported by this MOU. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

## **Longevity of the MOU**

This MOU shall be effective immediately upon approval and shall continue in force and effect until terminated by either party. Termination shall occur upon written notice by either party to the other submitted six (6) months prior to the termination date. Students accepted into the program prior to the termination date will be allowed to continue in the program.

## **OBLIGATIONS OF CSU-Global**

- CSU-Global will provide materials, catalogs, and other information to Southern Maryland advisors to facilitate their understanding of university requirements and academic programs. CSU-Global agrees, at its own expense, to hold at least one advising event each year at College of Southern Maryland for prospective transfer students.
- CSU-Global may place College of Southern Maryland students, interested in attending CSU-Global, on its mailing lists and invite the students to participate in cultural events, social activities, and presentations open to the public and occurring on campus.
- If warranted by the student's academic achievement and/or special talents, CSU-Global will inform the student of scholarship opportunities.

## **OBLIGATIONS OF COLLEGE OF SOUTHERN MARYLAND**

- College of Southern Maryland will provide CSU-Global with timely curriculum updates.

## **JOINT OBLIGATIONS**

- College of Southern Maryland and CSU-Global agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions. The institutions will exchange admission, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws.
- CSU-Global and the College of Southern Maryland agree to maintain regular communication between CSU-Global's advising and enrollment team and the College of Southern Maryland's advising and transfer center(s).
- CSU-Global will work with the College of Southern Maryland on recruitment efforts.
- Students transferring to CSU-Global will receive advising from both institutions, assisting them in timely degree completion.
- Information about this MOU will be available at both institutions and on both institutions' websites.
- College of Southern Maryland and CSU-Global agree to provide direct links between their institutional websites, indicating the existence of this MOU.

- Transfer articulation materials developed by an articulating institution are not valid without a MOU signed by the College of Southern Maryland's President.
- In collaboration with the College of Southern Maryland, the development, distribution, and accuracy of all transfer articulation products (e.g., Transfer Guide) are the responsibility of CSU-Global.

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**College of Southern Maryland**

Dr. Bradley Gottfried  
President



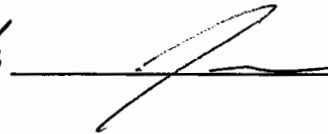
5/29/13  
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**Colorado-State University-Global Campus**

Dr. Jon Bellum  
Provost & Senior Vice President



6/10/13  
5/8/13

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