Articulation Agreement Template is provided by the Maryland Higher Education Commission (MHEC) and is a resource for institutions. This template is not legal advice. Institutions should consult their own legal counsel regarding articulation agreements and other agreements, contracts, or institutional policies. Please provide a copy of all institutional articulation agreements to MHEC.

ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN College of Southern Maryland AND Notre Dame of Maryland University REGARDING TRANSFER FROM Associate of Applied Science in Early Childhood Development TO Bachelor of Arts in Liberal Studies/Early Childhood Development

This Academic Program Articulation Agreement ("Agreement") is entered into by and between College of Southern Maryland (the "Sending Institution") and Notre Dame of Maryland University (the "Receiving Institution") (collectively, the "Institutions") to facilitate the transfer of academic credits from Associate of Applied Science in Early Childhood Development for the completion of Bachelor of Arts in Liberal Studies/Early Childhood Development (the "Program(s)").

A. Qualifying Students

This Agreement pertains to the transfer of "Qualifying Students", *i.e.*, those students who:
1. Have successfully completed the Associate of Applied Science in Early Childhood Development at the Sending Institution;
2. Are enrolled in the Sending Institution, in good standing; and
3. Are accepted for admission to the Receiving Institution
4. Students may enroll as either a degree-seeking student or as a non-degree-seeking student.

B. Responsibilities of the Institutions

The Institutions agree to implement the transfer of Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer into from the Transferring Institution into the Receiving Institution for the completion of the Program.

2. The Receiving Institution will accept the Associate of Applied Science in Early Childhood Development as a block transfer as long as the Sending Institution keeps the Associate of Applied Science in Early Childhood Development in compliance with the Maryland Higher Education Commission and the Maryland State Department of Education.

3. Students participating in the Associate of Applied Science in Early Childhood Development to the Bachelor of Arts in Liberal Studies/Early Childhood Development will need to complete the following courses listed in Appendix A. By April 15th each year, the

representatives from the Sending Institution and the Receiving Institution will update the course mapping within Appendix A.

4. All students taking courses pursuant to this Agreement will be considered part-time students of NDMU. They will be entitled to the rights and privileges afforded to NDMU students and subject without limitation to all policies, rules, and responsibilities of a NDMU student, including those policies pertaining to registration, class attendance, academic probation, withdrawal from the University, graduation, and the Honor Code.

5. The Receiving Institution will provide appropriate faculty support for the program, including involvement by full-time faculty. Faculty will be available at reasonable times to consult with students outside of class via phone, email, or in person by appointment on the Charles Street campus and at the University System of Maryland at Southern Maryland. The faculty shall remain employees of the Receiving Institution and shall not be considered employees or agents of CSM.

6. The Receiving Institution retains all rights and responsibilities related to course design, content, and course modules. A course module is the form in which accelerated courses are delivered.

7. Course selections will be coordinated by the appropriate Receiving Institution academic administrators prior to each semester based upon recognized student and programmatic needs.

8. The Receiving Institution may elect to offer courses through interactive technology.

9. The maximum size of an accelerated bachelor's degree cohort is generally 25 students/

10. The Receiving Institution may cancel courses be due low enrollment or, upon mutual agreement, due to other circumstances.

11. Students enrolled in this program at the Receiving Institution are eligible to use the Receiving Institution's facilities to the same extended provided for part-time students on the Receiving Institution's campus. The Receiving Institution will set a defined schedule for each semester for the following student services offered:

    - Registration, financial aid, bookstore, and business office services
    - Academic advising
    - Interlibrary loan support and access to the Loyola-Notre Dame joint library.

12. The Receiving Institution will provide the following student services:
    - Access to library services

- Access to the computer laboratory pursuant to an agreed schedule
- Bookstore services
- Access to the Writing Center, Career Center, and Counseling Center
- New Student Orientation
- Notre Dame Schedule ID card and email account
- Campus parking
- Access to campus events and lectures

13. The Sending Institution will provide the following student services:
    - Access to the Sending Institution's library services
    - Access to the Sending Institution's computer laboratory pursuant to an agreed schedule
    - Parking at the Sending Institution's campus

14. The Receiving Institution shall designate, and shall provide to the Sending Institution, the contact information for a staff person at the Receiving Institution who is responsible for the oversight of the transfer of Qualifying Students. The Sending Institution shall designate, and shall provide to the Receiving Institution, the contact information for a staff person at the Sending Institution who is responsible for the oversight of the transfer of Qualifying Students.

	Sending Institution	Receiving Institution
Name of staff person responsible for oversight	Shaneeza Kazim	Victoria D. Karol, Ed.D.
Title of staff person	Program Coordinator	Associate Dean
Email address	sskazim@csmd.edu	vkarol@ndm.edu
Telephone Number	301-934-7512	301-737-2500 x305

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

Additional contact information:

	Sending Institution	Receiving Institution
Name of person	Jacqui Rogers	S. Sharon Slear, SSND
Title of person	Coordinator of Transfer and Articulation	Provost and Vice President of Academic Affairs
Email address	jgrogers@csmd.edu	SSlear@ndm.edu
Telephone Number	301-934-7571	410-532-3169

15. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), the Institutions 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).

16. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.

17. Each Institution shall advise students regarding transfer opportunities under this Agreement, and shall advise students of financial aid opportunities and implications associated with the transfer.

18. Should either Institution make changes to program requirements, the institution will inform the partner institution immediately. The articulation agreement should be updated to reflect the changes and forwarded to the Maryland Higher Education Commission.

19. Funding for additional software required by the Receiving Institution will be provided by the Receiving Institution, and the Receiving Institution will retain the ownership of such software.

20. The Receiving Institution will absorb faculty and staff travel costs.

21. Students within the Receiving Institution's program will be governed by the Receiving Institution's academic policies, rules, or regulations. However, decisions related to safety concerns at the Sending Institution's campuses, i.e., weather closings, evacuations, etc., will be equally applicable to the Receiving Institution's students.

22. All of the Receiving Institution's courses will be designed, conducted, and graded under the exclusive control of the Receiving Institution.

23. The Receiving Institution shall report the number of students enrolled in the program to the Program Coordinator of Early Childhood Development and the Coordinator of Transfer and Articulation at the Sending Institution no later than the 2nd week of each semester.

24. The Receiving Institution shall report the number of students who participate in this partnership that complete this program and earn a Bachelor's degree, who obtain licensure, and locations of employment (if available).

C. Facilities Provided by the Sending Institution

1. Classrooms, based on room availability, to meet instructional needs for the Bachelor of Arts in Liberal Studies/Early Childhood Development offered by the Receiving Institution.
2. Instructional support including access to the internet in the classroom and audiovisual equipment such as internet, television, VCR, DVD, PC and projector.
3. Regular security and housekeeping services for classrooms.
4. Reasonable notice to the Receiving Institution for room assignment changes.
5. The Receiving Institution will pay for use of the Sending Institution's facilities according to the Sending Institution's standard fee for that academic year. The Sending Institution shall invoice the Receiving Institution for use of its facilities.
6. If a course or program requires the use of special facilities, the fee for such services will be agreed to by the Sending Institution and the Receiving Institution.
7. Charges for copying services will be at the Sending Institution's standard rate for its own departments.
8. Financial arrangements will be reviewed annually and, if warranted, be adjusted by mutual agreement no later than December 31st of each year.

D. Marketing and Student Recruitment

1. All marketing for the program will be based upon a marketing and student recruitment plan developed by the Sending Institution and the Receiving Institution. The marketing plan will include specific responsibilities for the Sending Institution and the Receiving Institution in terms of actions. The Receiving Institution will be responsible for financial responsibilities in relation to marketing materials.
2. The Sending Institution will publish information about the Receiving Institution's program/course offerings at the Sending Institution's campuses and on the Sending Institution's website.
3. The Sending Institution will provide designated display space appropriate for advertising the program and communicating with students at all of the Sending Institution's campuses.
4. The Sending Institution will participate in mutually acceptable public relations activities such as interviews with local reporters regarding their agreement with the Receiving Institution.
5. The Sending Institution agrees to provide guidance to the Receiving Institution in the distribution of promotional materials to organizations and school systems within the tri-county area.
6. The Sending Institution will include the Receiving Institution in appropriate marketing materials.

E. Terms and Conditions

1. The Sending Institution and the Receiving Institution will indemnify and hold harmless the other parties from judgments, damages or losses, including attorneys' fees, suffered by that party to the extent of the negligence or omission of the indemnifying party to the extent permitted by Maryland law.

F. Term and Termination

1. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.

2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering 60 days written notice to the other Institution and the Maryland Higher Education Commission.

3. Both Institutions agree to meet by April 15th every year to review the terms of this agreement and ensure compliance within the curriculum.

G. Amendment

1. 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.

2. This Agreement may be modified only by 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. No 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.

College of Southern Maryland

By: Eileen Abel

Dr. Eileen Abel
Vice President of Academic Affairs

7/2/19
Date

Notre Dame of Maryland University

By: _____

S. Sharon Slear, SSND
Provost and Vice President of Academic Affairs

_____
Date

Appendix A

Course Mapping for 2019-2020 Academic Year

College of Southern Maryland

First Semester
ENG-1010 - Composition and Rhetoric* (E) (3)
-ENG 1010 completed with a minimum grade of "C"
FYS-1010 - First Year Seminar* (3)
EDU-1012 - Introduction to Early Childhood Education (3)
EDU-1013 - Child Growth and Development (3)
EDU-1030 - Activities For Early Childhood I (3)

Second Semester
EDU-1040 - Activities For Early Childhood II (3)
EDU-1051 - Child Health, Safety, and Nutrition (3)
EDU-1070 - Communication and the Preschool Child (3)
EDU-1075 - Children's Literature and the Language Arts (3)
MTH-1015 - Introduction to Statistics* (M) (3)

Third Semester
COM-1350 - Intercultural Communication* (H, C) (3)
EDU-1085 - Foundation to Reading and Language Arts* (3)
EDU-1910 - Cooperative Education I: Early Childhood* (3)
PSY-1010 - General Psychology* (B) (3)

Education (3 credits)
Acceptable:
EDU-1110 - Group Care of Infants and Toddlers (3)
EDU-1160 - School Age Child Care (3)
EDU-2150 - Child Care Administration/Management* (3)

Fourth Semester
EDU-1080 - Understanding and Guiding the Young Child's Behavior (3)
EDU-2610 - Integrating the Special Education Student (3)
EDU-2910 - Cooperative Education II: Early Childhood* (3)

Biological/physical sciences (3 credits)
Acceptable:
See Gen Ed Listing

General Education (3 credits)
Acceptable:
SOC-1010 - Introduction to Sociology* (B, C) (3)
PSY-2050 - Human Development Through the Life Span* (B) (3)

0-36 credits Year Three – NDMU

	Cr
EDU 303 Elementary School Reading Materials	3
ENG 205 Short Fiction	3
LSP 101 Beginning Spanish	3
PHL 201 Introduction to Philosophy	3
ENG 327 or 413 World Literature	3
HIS 228 World History since 1500	3
Total credits	18

	Cr
MUS 360 Music & Social Issues: Mutual Impact	3
RST 105 Religion & the Big Question	3
EDU 300 Tech for Instruction & Management	3
EDU 310 Mathematics in the Elementary School	3
EDU 309 Instruction in Reading	3
EDU 301 Educational Psychology	3
Total	18

37—63 credits NDMU

	Cr
ENG Elective	3
RST 311 World Religion	3
SPE 337 Comm Skills for the Special Educator	3
SPE 346 Methods for Special Needs Students	3
Total	12

	Cr
EDU 460 Assessment of Reading	3
EDU 402 Am Ed in Historical Perspective	3
PHL 330 Ethics	3
EDU 491 English Lang Learners for Class Teach	3
Total	12