

**Salisbury University School of Social Work Transfer Opportunity Program
Southern Maryland Step Up Program**

The purpose of this agreement is to establish a transfer student pathway aimed at recruiting and retaining talented students from the College of Southern Maryland into the Social Work program at Salisbury University.

The College of Southern Maryland (hereafter referred to as CSM), a community college in Southern Maryland, and the Salisbury University Social Work program (hereafter be referred to as Salisbury) (collectively, the "Parties") agree to offer a structured pre-transfer advising program leading to transfer and, upon successful completion of all requirements, the award of a Bachelor of Arts in Social Work.

Provisions set forward by former agreements, including the Code of Maryland Regulations (COMAR) and University System of Maryland (USM) will take precedence over any provision outlined in this agreement.

The Salisbury University School of Social Work Transfer Opportunity Program (hereafter referred to as Step Up) is designed to provide structured pre-transfer advising to students throughout their community college enrollment. Key elements of the program include:

1. A minimum of two pre-transfer advising appointments with the transfer advisor in the Salisbury University transfer program (one appointment upon enrolling in Step Up and one appointment in the semester prior to transfer).
2. A minimum of two pre-transfer advising appointments with the Academic Advisor at CSM (one appointment upon enrolling in Step Up and one appointment in the semester prior to transfer).
3. Ongoing advising support for all students participating in the Step Up Program.
4. Targeted email communication regarding key transfer information (e.g., application deadline reminders, scholarship information, internship information, etc.).
5. Coordination between the community college and Salisbury University Social Work program designed to support students in their transition to the four-year school.

In order to be eligible for Step Up, students must have earned their high school diploma or GED equivalent and must have matriculated to CSM. Students may apply to Step Up as early as their first semester at the community college and should apply no later than their second-to-last semester at the community college. Applications may be submitted on a rolling basis.

Purpose of the Agreement

This agreement is entered into in the interest of our students. The general purpose of this agreement is to clarify the transfer process through a structured pre-transfer advising program. This agreement will outline institutional responsibilities in order to support the transfer of students between campuses. This agreement will set expectations for administrators, faculty and staff at all entities involved and foster a working relationship between the parties. Finally, it will encourage students to continue their education for their personal and professional development.

Step Up Program Terms & Administrative Principles

The following general principles guide the operation of this agreement:

1. This program is designed for all prospective students pursuing the Associate of Arts in Arts and Sciences: Social Sciences degree or the Associate of Applied Science in Human Services at CSM. Students will be advised on opportunities and pathways leading to the Social Work program at Salisbury University.
2. Students are invited to apply to participate in Step Up as early as their first semester at CSM. Applications may be submitted on a rolling basis in order to grow the pool of students interested in pursuing either the Associate of Arts in Arts and Sciences: Social Sciences degree or the Associate of Applied Science in Human Services and encourage students to take advantage of the pre-transfer advising resources available on both the CSM and USMSM campus.
3. Students participating in the Step Up Program will meet with the Salisbury University transfer advisor at least twice during their participation in the program. The first meeting will take place during their first semester in Step Up and the second meeting will take place at least one semester prior to when students plan to submit their transfer application to Salisbury University. The Salisbury University transfer advisor will lead all outreach with students and will coordinate to schedule appointments with students via Zoom and/or in-person.
4. CSM and Salisbury will collaborate on the Associate of Arts in Arts and Sciences: Social Sciences degree or the Associate of Applied Science in Human Services recruitment events and marketing materials to ensure consistent messaging to students. Marketing materials must be approved by a representative from each entity.
5. CSM may link the transfer pathway information directly to their website.
6. CSM will provide contact information to the designated Salisbury University transfer advisor at Salisbury University for students who are interested in pursuing Social Work-related programs at Salisbury University. This information will be shared by February 1st each year. The representative from Salisbury University must complete appropriate paperwork with the CSM Coordinator of Transfer and Articulation in order to receive this information.
7. CSM will provide contact information for graduates of CSM's by February 28th (for winter graduates), June 15th (for spring graduates), and September 30th (for summer graduates). Salisbury University will designate an appropriate person to receive this information. The representative from Salisbury University must complete appropriate paperwork with the CSM Coordinator of Transfer and Articulation in order to receive this information.
8. All entities involved will cooperate toward developing, disseminating, and presenting the program information to students.

9. Early transfer advice (prior to CSM degree completion) will be pre-approved by CSM's Coordinator of Transfer and Articulation and reverse transfer plans will be established in conjunction with the Salisbury University's representative and the CSM Coordinator of Transfer and Articulation.
10. CSM will permit Salisbury University to conduct on-campus information sessions at locations and on dates that are mutually agreeable.
11. CSM will provide appropriate accommodations for the Salisbury University recruiter to meet with students in a confidential environment. The representative from Salisbury University should coordinate with CSM's Coordinator of Transfer and Articulation to schedule these events. Salisbury University will need to contact CSM's Coordinator of Transfer and Articulation at least one month prior to their desired visit to campus to coordinate the visit. If mutually agreeable, the meeting between the representative from Salisbury University and the student(s) may be conducted virtually.
12. The Parties agree to maintain confidentiality and security of student education records in compliance with applicable privacy laws including, but not limited to, the Family Educational Rights and Privacy Act of 1974 (FERPA).
13. CSM will allow Salisbury University to distribute or place materials at campus information distribution points that will be mutually agreeable to both parties (e.g., kiosks, central information desks, bulletin boards, etc.).
14. CSM and Salisbury University agree to monitor the performance of this agreement and to revise it as necessary.
15. Representatives from CSM and Salisbury University will meet by June 30th of each year to discuss various topics that include, but are not limited to:
 - a. Any upcoming curricular changes
 - b. Performance of students participating in the program
16. This agreement becomes effective on the date of the last signature. This agreement will be reviewed biennially, and appropriately updated as needed.

IN WITNESS THEREOF, COLLEGE OF SOUTHERN MARYLAND HAS CAUSED ITS NAME TO BE SIGNED HERETO BY ITS DULY AUTHORIZED SIGNATORY AND SALISBURY UNIVERSITY HAS CAUSED ITS NAME TO BE SIGNED HERETO BY ITS DULY AUTHORIZED SIGNATORY.

Salisbury University

By *Karen Olmstead*
By [Karen Olmstead \(Apr 18, 2023 16:25 EDT\)](#)
Karen L. Olmstead, Ph.D.
Provost and Senior Vice President
for Academic Affairs

Date Apr 18, 2023

College of Southern Maryland

By *Rodney Redmond*
Dr. Rodney Redmond
Provost & Vice President of Learning

Date Apr 20, 2023