

**DUAL ADMISSIONS TRANSFER AGREEMENT  
BETWEEN  
COLLEGE OF SOUTHERN MARYLAND  
AND  
DREW UNIVERSITY**

**Preface**

College of Southern Maryland and Drew University enter into this Dual Admissions Transfer Agreement in order to better facilitate the transfer and admission of College of Southern Maryland graduates to Drew University. This Dual Admissions Transfer Agreement becomes effective upon the mutual signing of the agreement.

**I. Conditions of Admission –Applicants to College of Southern Maryland**

(A). Eligible College of Southern Maryland students will be granted admissions into the Bachelors of Arts Degree program at Drew University under this Dual Admissions Agreement, subject to the conditions that the student:

- 1) Graduate, in good standing, from College of Southern Maryland with a minimum cumulative GPA of 3.00 and an Associate in Arts (A.A) Degree, Associate in Science (A.S.) Degree, Associate of Arts in Teaching (A.A.T) or Associate in Science in Engineering (A.S.E.) Degree in one of the approved degree programs listed in section five;
- 2) Submit a “Dual Admissions Intent” form to Drew University before the student has completed 30 credits from College of Southern Maryland;
- 3) Submit to the Drew University Admissions Office a completed Drew University Application for Admission and a final official College of Southern Maryland Transcript for final assessment in accordance with the Drew University Admissions policies and procedures. The Application and Transcript must be submitted to Drew University by June 1, if the student is enrolling for the fall semester. If enrolling for a spring semester, the student must submit the application and transcript by January 1; and
- 4) Enroll at Drew University within one year of graduating from College of Southern Maryland and maintain good standing

**II. Conditions of Admissions – Drew Applicants Referred to College of Southern Maryland**

(A). Under this Agreement, Drew University may refer applicants with academic promise who are seeking admission to the Drew College of Liberal Arts directly to College of Southern Maryland for

enrollment in the Drew/College of Southern Maryland Dual Admission program. As with other program participants, such applicants will have the opportunity to obtain an Associate Degree at College of Southern Maryland and course credits directly transferable before matriculating at Drew University.

(B). Upon the completion of an admissions application from College of Southern Maryland, a commitment form must be signed by the student so as to permit Drew University to release documents from the student's Drew admission's file to College of Southern Maryland

(C). Students referred from Drew University to the Dual Admissions program at College of Southern Maryland will be granted admissions into the Bachelors of Arts program in the undergraduate school at Drew University under this Agreement subject to the conditions that the student:

- 1) Graduate, in good standing, from College of Southern Maryland with a minimum cumulative GPA of 3.00 and an Associate in Arts (A.A) Degree, Associate in Science (A.S.) Degree, Associate of Arts in Teaching (A.A.T) or Associate in Science in Engineering (A.S.E.) Degree in one of the approved degree programs listed in Appendix A;
- 2) Submit to the Drew University Admissions Office a final official College of Southern Maryland Transcript and supplement their Drew University Application for Admission for final assessment in accordance with Drew University Admissions Policy. The Application and Transcript must be submitted to Drew University by June 1, if the student is enrolling for the fall semester. If enrolling for a spring semester, the student must submit the application and transcript by January 1; and
- 3) Enroll at Drew University within one year of graduating from College of Southern Maryland.

### **III. Obligations of Drew University**

(A). In connection with this Agreement, Drew University further agrees to the following:

- 1) Drew University will provide College of Southern Maryland with "Dual Admissions Intent" forms for distribution to College of Southern Maryland students upon request.
- 2) Within 30 days of receipt, Drew University will send to students submitting a "Dual Admissions Intent" form, a Drew University letter of admission, conditioned upon the student meeting the conditions set forth in Sections I or II, as applicable.\*
- 3) Drew University will waive the application fee for students who apply to Drew University pursuant to this agreement.\*
- 4) Drew University will provide College of Southern Maryland with copies of the required admissions documents (College of Southern Maryland commitment form, etc.) for any student referred for the Dual Admission program.
- 5) Drew University will evaluate College of Southern Maryland graduates admitted to Drew University under this Agreement for eligibility for its comprehensive merit scholarship program for transfer students. That program includes generous academic scholarships, specialty awards, and a need based university grant program. Merit awards will be based upon a student's final

cumulative GPA at the time of graduation from College of Southern Maryland. All merit scholarships are renewable, contingent upon the student maintaining the required minimum GPA and good standing while attending Drew. Dual Admissions students will be awarded financial aid on the same basis as all Drew students and will have access to all state and federal financial aid programs. For information on current merit scholarship award ranges contact the Office of College Admissions at Drew University.

- 6) Drew University will accept, for transfer credit, all approved courses for which a passing grade of "C" or higher was received. Should a course's approval be withdrawn after a student has taken it, that removal will not affect the credit granted to the student for that course.
- 7) College of Southern Maryland Programs approved by Drew University are listed in Appendix A attached to this Agreement. College of Southern Maryland general education courses approved for transfer to Drew University for Drew credit, and their equivalencies, will be listed in Appendix B to this Agreement. Other College of Southern Maryland courses that are approved for transfer to Drew University for Drew credit, and their equivalencies, will be listed in Appendix C to this Agreement. Appendices B and C will be mutually agreed upon and finalized to be determined.
- 8) Drew University requires placement testing for certain writing, foreign language, and biology majors, as well as for students registering for CHEM 150, "Principles of Chemistry." However, students completing a major in the dual degree program are not required to take the writing placement test. Students completing foreign language courses to the intermediate level (200 level) are not required to take the foreign language placement examination ; *however, students seeking to take foreign language courses above that level will be required to take a placement exam.* Students completing the biology dual degree program are not required to take the biology placement examination. Students completing CHE 1200/L at College of Southern Maryland (Same as CHEM 150 at Drew) are not required to take the placement examination for chemistry.
- 9) Drew University will assist College of Southern Maryland graduates seeking admittance to Drew University under the terms of this Agreement in meeting the requirements of the Drew University transfer process. College of Southern Maryland graduates will be subject to the same requirements applicable to all Drew University applicants and students and must meet all applicable Drew University requirements and deadlines pertaining to orientation and registration, and payment of tuition and fees.
- 10) Drew University will continue to work with College of Southern Maryland in identifying College of Southern Maryland courses that meet Drew University major, general education and general elective requirements for degree completion and will work to supplement or amend the Appendices listing approved programs and courses and their equivalencies on an ongoing basis.
- 11) College of Southern Maryland Dual Admissions students who matriculate at Drew University will have all of the rights and privileges of other Drew University students and will be subject to the same requirements, policies, and procedures.
- 12) Drew University will invite College of Southern Maryland students who have completed a "Dual Admissions Intent" form to an informational/advising meeting (s) with Drew University faculty

and admissions staff in order to facilitate smooth curricular and co-curricular integration to Drew University.

- 13) Drew University will provide students enrolled at College of Southern Maryland the opportunity to register for one Drew University course (up to 4 credits) at the College of Southern Maryland tuition and fee rate. This course should be taken in the College of Southern Maryland student's third or fourth semester.
- 14) Drew University will invite College of Southern Maryland Students in the Dual Admissions program to lectures and other special events at Drew University.
- 15) Students seeking admittance to Drew University under this Agreement may transfer up to 80 credits to Drew University.

*\*Does not apply to students that initially apply to Drew and are subsequently referred to the Drew/College of Southern Maryland Dual Degree program.*

#### **IV. Obligations of College of Southern Maryland**

(A). In connection with this Agreement, College of Southern Maryland further agrees to the following:

- 1) College of Southern Maryland will provide prospective and current College of Southern Maryland students with promotional literature and information about this Program. In this connection, College of Southern Maryland will publicize this Program at orientation, and post information on its website that will alert matriculating students of the opportunity for dual admission to Drew University under the conditions of this Agreement.
- 2) College of Southern Maryland will distribute to its students, and receive and process "Dual Admissions Intent" forms.\*
- 3) College of Southern Maryland will forward a completed "Dual Admissions Intent" form to Drew University for each student applying to this Program.\*
- 4) With respect to those students referred by Drew University to College of Southern Maryland and the Dual Admissions program, College of Southern Maryland will send an acknowledgment of receipt of the admissions documents from Drew to both the applicant and Drew.
- 5) College of Southern Maryland will provide comprehensive advisement on the transfer process to students in the Dual Admissions Program.
- 6) College of Southern Maryland will notify the Drew University College Admission Transfer Evaluator of any student's request to withdraw from the Dual Admissions program.

*\*Does not apply to students that initially applied to Drew and subsequently referred to the Drew/College of Southern Maryland Dual Degree program.*

**V. Joint Obligations:**

(A). Drew University and College of Southern Maryland further agree as follows:

- 1) Each institution agrees, to the extent compatible with its separate and independent management, to maintain an effective liaison and close cooperation with the other institution and to consult on matters of mutual concern as the need to do so arise. In this connection, each institution agrees to:
  - a. designate in writing a coordinator or liaison to communicate on each institution's behalf at regular intervals,
  - b. ensure the maintenance of the high educational level of this mutually beneficial program,
  - c. coordinate the Dual Admissions Transfer Agreement, and
  - d. communicate changes in the policies or requirements of their respective institutions related to this Agreement.
- 2) Each institution agrees to review this agreement annually and make any changes as are mutually agreed to in writing.
- 3) Each institution agrees to collaborate in providing appropriate academic advising, including information about Drew University graduation requirements and the process of transferring to Drew University.
- 4) Each institution agrees to provide direct links between the Drew University and College of Southern Maryland websites.
- 5) Each institution agrees to collaborate in developing and implementing mutually agreed upon advertising and promotional efforts communicating the availability and the benefits of the Dual Admissions Transfer Program and in otherwise publicizing this Agreement. Neither party shall use the other's name or trademarks in connection with any advertising, marketing or other promotional efforts or materials without the prior written approval of the other party.
- 6) Each institution agrees to comply with applicable accreditation, licensing, or registration requirements imposed upon it and to cooperate with the other in any evaluation, licensing matter, accreditation, governmental review, administrative appeal, litigation or other legal matter related to this Agreement.
- 7) Nothing in this Agreement shall be construed to require either party to admit a student or to waive its admission standards.
- 8) It is understood by the parties that under no circumstance are any director, officer, employee, or agent of either institution to be considered a director, officer, employee, agent, or servant of the other, except as specifically agreed to and under such terms as either institution may enter into with the employee.
- 9) Each party agrees it will be responsible for paying all compensation and/or benefits to its employees, agents, staff, or contractors, including salaries and wages, as well as workmen's compensation or disability benefits requirements, unemployment insurance, or life insurance for any acts, illness, occurrence or event occurring in or relating or arising out of this Agreement.
- 10) Each party agrees to be liable for its own actions and negligence and the actions and negligence of its trustees, directors, officers, or employees, subject to the protections and immunities afforded each under applicable law.
- 11) Each party agrees to fully comply with applicable legal requirements in connection with their respective obligations under this Agreement, including, but not limited to, education records (as

defined under the Family Educational Rights and Privacy Act of 1974 (FERPA), the requirements of the Higher Education Act, and civil rights laws.

- 12) This Agreement constitutes the sole and exclusive statement of the Agreement between the parties. Both parties agree that any assignment of, or modification or other change to this contract must be in writing and must be approved by each party.

**VI. Revision, Renewal, and Termination of this Agreement**

This Agreement will be in effect upon the mutual signing of the agreement. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically until superseded by a new agreement or formally terminated. Either institution may terminate this Agreement at any time by providing to the other party written notice at least one year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to Drew University under its terms. Notices under this Agreement will be sufficient if made in writing and mailed to the coordinator or liaison identified in Section V(A)(2).

**VII. Execution**

Therefore in order to better facilitate the transfer of students from College of Southern Maryland to Drew University, College of Southern Maryland and Drew University hereby agree to these terms and conditions and execute this Agreement on the dates so indicated.

**For College of Southern Maryland:**

Bradley Gottfried 10-8-14  
Bradley Gottfried, Date  
President

Robert Farninelli 10-7-14  
Robert Farninelli, Date  
Interim Vice President of Academic Affairs

Bill Comey 9-30-14  
Bill Comey, Date  
Vice President of Student and Instructional Support Services

**For Drew University:**

Mary Ann Baenninger 9/23/14  
Mary Ann Baenninger, Date  
President

**Appendix A: Approved Degree Programs**

The following associate degree programs at College of Southern Maryland and the corresponding majors at Drew University are designated as part of the Dual Admissions Program:

To be finalized, date to be determined

College of Southern Maryland

Drew University

## **Appendix B: Course Equivalencies – General Education**

To be finalized, date to be determined



**Appendix C: Course Equivalencies – Other Than General Education**

To be finalized, date to be determined