

**TRANSFER ADMISSIONS AGREEMENT
BETWEEN
SHEPHERD UNIVERSITY AND COLLEGE OF SOUTHERN MARYLAND**

Shepherd University (Shepherd) and College of Southern Maryland (CSM) Transfer Admissions agreement is designed to coordinate transfer policies, enhance advising, and promote the acceptance of equivalent courses. It is in the best interests of the service communities to have the institutions minimize barriers and maximize student access and transfer to increase the number of associate and bachelor level programs that are well articulated and the number of students who pursue these opportunities. The specific objectives of the collaborative are to (1) better inform students of their many options as they consider attending both institutions, (2) enhance the process by which students are admitted into and transfer between the two institutions, (3) achieve increased effectiveness and student service by considering joint programs and services offered at both institutions that benefit the shared student body, serving the economic and other community development needs of the broader region and the two states of Maryland and West Virginia.

I. Academic and Admissions Requirements

The purpose of the Transfer Agreement is to offer students a variety of options in pursuit of the bachelor's degree. Shepherd University will provide excellent academic advising to program participants to ensure proper placement, without wasting time and money on unnecessary courses. The student will have a seamless enrollment from any associate's degree program (A.A., A.S., A.A.S., A.A.T., A.S.E.) or the General Studies Transfer Certificate at College of Southern Maryland to a bachelor's degree program at Shepherd University. CSM students will have the opportunity to receive a 25 percent discount off the out-of-state tuition rate if they have met all the program requirements (see specific requirements below). The number of terms in which the tuition discount is applicable for is contingent upon completion of the associate's degree or General Studies Transfer Certificate. They must have completed and submitted the Transfer Admissions application form indicating their intended Shepherd start date. It is recommended that students submit this application one semester prior to their intended start date.

Specific Requirements:

1. Completion of General Studies Transfer Certificate or associates degree from CSM.
2. Achievement of a cumulative GPA of 2.80 from CSM and all college coursework.
3. Transfer directly from CSM to Shepherd and enroll at Shepherd at full-time status (12 credits or more).

To be eligible for the program the student must be a non-resident of West Virginia.

II. Benefits

College of Southern Maryland students will receive a 25 percent tuition discount if they meet the requirements. They will be guaranteed admission to Shepherd University with an earned CSM associate's degree or General Studies Transfer Certificate and a cumulative grade point average of at least 2.80. This will allow the student to continue their education and earn a bachelor's degree in a timely manner. By participating in the program the student will be able to take advantage of one of the lowest cost educational institutions in the region. To assist the student in the process, Shepherd will provide periodic academic advising at CSM (including a review of CSM/SU course articulation agreements).

III. Marketing

Shepherd and CSM shall develop and agree upon a mutually acceptable marketing and student recruitment plan to promote the Transfer Agreement and inform students of the opportunities available at both institutions. Any and all marketing, promotional or publication materials developed pursuant to this Agreement prepared or developed by one party must be reviewed and approved in writing by the other party prior to use of such materials. Neither party shall use the name or marks of the other party in connection with any product, service, promotion, news release or other publicity, without prior written consent of the party whose name or likeness may be under consideration.

In addition, as matters of joint collaboration are completed, written agreements will be prepared, signed, and included in the public information releases of both institutions, including hard copy publications and electronic media. All new information being released will be shared in advance between the public information offices of the two institutions.

Areas for enhancement of present and/or potential collaborative activities and initiatives include, but are not limited to:

- a. Improved curriculum articulation, including 2-plus-2 models
- b. Joint faculty professional development, as may be feasible
- c. Joint press releases and mention of the Transfer Admissions agreement in appropriate College and University documents and publications
- d. Possible Shepherd graduate student internships on CSM campuses.
- e. Classroom presentations by members of the Shepherd University faculty to students at CSM to discuss degree programs at Shepherd.

IV. Contact Persons:

Each party will designate individuals to coordinate the activities under this Agreement and serve as a point of contact.

College of Southern Maryland designates the following individuals to serve as the contacts for this agreement: James Spence Jr., Sr. Coordinator of Transfer Services and Articulations, james@csmd.edu, 301-934-7574; and Joan Middleton, Associate Vice President for Enrollment Management Team, 301 934-7891.

Shepherd University designates the following individual to serve as the contact for this agreement: Michael Konopski, Interim Vice President for Enrollment Management, 304-876-5009; and Mr. Ryan Ludwig, Sr. Admissions Counselor, Shepherd University, rludwig@shepherd.edu, 304-876-5212.

V. Process, Modification, Renewal and Termination of this Agreement:

Administrative and faculty leaders from College of Southern Maryland and Shepherd University, with endorsement and guidance from their respective presidents, will meet and confer to improve curricular and student service articulations to benefit the students who choose to attend both institutions.

Shepherd University and College of Southern Maryland are responsible for identifying and communicating to each other any change 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. It will be reviewed biennially upon request by the appropriate individuals at each institution, and may be amended, modified or changed only by written request signed by both parties.

Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination. Should this agreement be terminated, it is understood that all MC students who have been accepted to Shepherd as part of this Agreement will be provided all of the benefits as stated.

VI. Agreement:

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of students from College of Southern Maryland into Shepherd 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 Shepherd University have executed this Agreement on the dates indicated:

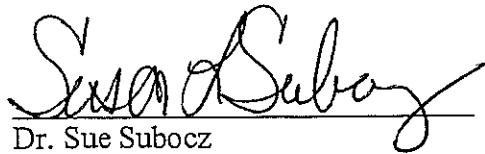
College of Southern Maryland:



Dr. Bradley Gottfried
President

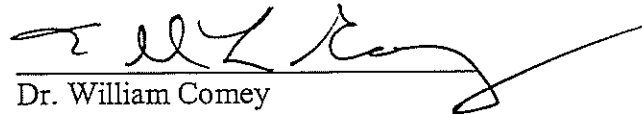
6-16-14

Date



Dr. Sue Subocz
Vice President
Division of Academic of Academic Affairs

Date

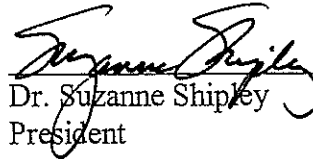


Dr. William Comey
Vice President
Division of Student & Instructional Support

4-24-14

Date


Shepherd University:



Dr. Suzanne Shipley
President

7/9/14

Date



W. Mark Rudolph
Board of Governors, Chair

7/9/14

Date