

*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.*

Bachelor of Arts in Liberal Studies/Early Childhood Education & Bachelor of Arts in Liberal Studies/Elementary Education

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**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN  
College of Southern Maryland  
AND**

**Notre Dame of Maryland University REGARDING TRANSFER FROM Associate of Arts in Teaching in Early Childhood Education/Generic Special Education, Birth-Grade 3, TO Bachelor of Arts in Liberal Studies/Elementary Education, AND Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6, TO Bachelor of Arts in Liberal Studies/Elementary Education**

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 Arts in Teaching in Early Childhood Education/Generic Special Education, Birth to Grade 3 for the completion of Bachelor of Arts in Liberal Studies/Elementary Education (the “Program(s)”) and Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6 for the completion of Bachelor of Arts in Liberal Studies/Elementary Education (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 Arts in Teaching in Early Childhood Education/Generic Special Education, Birth-Grade 3 **or** Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6 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 Arts in Teaching in Early Childhood Education/Generic Special Education, Birth-Grade 3 and Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6 as a block transfer as long as the Sending Institution keeps the Associate of Arts in Teaching in Early Childhood

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Education/Generic Special Education, Birth-Grade 3 and Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6 in compliance with the Maryland Higher Education Commission and the Maryland State Department of Education.

3. Students participating in the Associate of Arts in Teaching in Early Childhood Education/Generic Special Education, Birth-Grade 3 to the Bachelor of Arts in Liberal Studies/Elementary Education will need to complete the following courses listed in Appendix A. By April 15<sup>th</sup> each year, the representatives from the Sending Institution and the Receiving Institution will update the course mapping within Appendix A.
4. Students participating in the Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6 to the Bachelor of Arts in Liberal Studies/Elementary Education will need to complete the following courses listed in Appendix B. By April 15<sup>th</sup> each year, the representatives from the Sending Institution and the Receiving Institution will update the course mapping within Appendix B.
5. 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.
6. 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.
7. 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.
8. Course selections will be coordinated by the appropriate Receiving Institution academic administrators prior to each semester based upon recognized student and programmatic needs.
9. The Receiving Institution may elect to offer courses through interactive technology.
10. The maximum size of an accelerated bachelor's degree cohort is generally 25 students/

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11. The Receiving Institution may cancel courses be due low enrollment or, upon mutual agreement, due to other circumstances.
12. 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.
13. 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
14. 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
15. 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	Elizabeth Settle	Kathy Sipes
Title of staff person	Program Coordinator	Advisor
Email address	<a href="mailto:ebsettle@csmd.edu">ebsettle@csmd.edu</a>	<a href="mailto:ksipes@ndm.edu">ksipes@ndm.edu</a>
Telephone Number	240-725-5459	410-532-5824

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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	<a href="mailto:jgrogers@csmd.edu">jgrogers@csmd.edu</a>	<a href="mailto:sslear@ndm.edu">sslear@ndm.edu</a>
Telephone Number	301-934-7571	410-532-3169

16. 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).
17. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.
18. 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.
19. 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.
20. 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.
21. The Receiving Institution will absorb faculty and staff travel costs.
22. 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

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concerns at the Sending Institution's campuses, i.e., weather closings, evacuations, etc., will be equally applicable to the Receiving Institution's students.

23. All of the Receiving Institution's courses will be designed, conducted, and graded under the exclusive control of the Receiving Institution.
24. The Receiving Institution shall report the number of students enrolled in the program to the Program Coordinator of Elementary Education and the Coordinator of Transfer and Articulation at the Sending Institution no later than the 2<sup>nd</sup> week of each semester.
25. 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 Education and the Bachelor of Arts in Liberal Studies/Elementary Education 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 31<sup>st</sup> 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.

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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 15<sup>th</sup> 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**

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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.



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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

College of Southern Maryland

Notre Dame of Maryland University

By: Rodney Redmond  
By: [Rodney Redmond \(Mar 11, 2022 10:19 EST\)](#)

By: S. Sharon Slear

Dr. Rodney Redmond  
Provost and Vice President of Learning

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

Mar 11, 2022

3/3/2022

Date

Date



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### Appendix A

Course Mapping for 2021-2022 Academic Year

**College of Southern Maryland - Associate of Arts  
in Teaching in Early Childhood Education/Generic  
Special Education, Birth-Grade 3**

First Semester	Cr
EDU 1012 Introduction to Early Childhood Education	3
ENG 1010 Composition and Rhetoric	3
PSY 1010 General Psychology	3
COM 1010 Basic Principles of Speech Communication	3
BIO 1010/L Botany and Lab or BIO 1020/L Zoology and Lab	4
<b>Total credits</b>	<b>16</b>

Second Semester	Cr
EDU 1013 Child Growth and Development	3
ENG 1020 Composition & Literature	3
GEO 1010/L Physical Geology and Lab	4
MTH 2120 or MTH 1015 & MTH 1016	4
HST 1031 or HST 1032	3
<b>Total</b>	<b>17</b>

Third Semester	Cr
ART 2020 Integration of the Arts	3
MTH 2100 Concepts of Mathematics for Teachers	4
GRY 1050 World Regional Geography	3
PHY 1010/L Fundamentals of Physics I and Lab	4
<b>Total</b>	<b>14</b>

Fourth Semester	Cr
EDU 1085 Foundation to Reading and Language Arts	3
MTH 2110 Concepts of Geometry and Algebra for Teachers	4
EDU 2610 Integrating the Special Education Student	3
TED 2001 Practicum in Teacher Education: Early Childhood	1
SOC 1010 Introduction to Sociology	3
<b>Total</b>	<b>14</b>

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**Notre Dame of Maryland University**

First Semester	C r
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

Second Semester	C r
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 315 Curr Meth/Mat for Young Child	3
Total	18

Third Semester	C r
EDU 252 Clinical Field: Early Childhood	3
EDU 410 Internship: Early Childhood Education	12
Total	15

Fourth Semester	C r
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

Special Education classes can be arranged with the advisor – 4 classes = 12 credits. Student teaching will be split with Early Childhood and Special Education – receiving 6 credits for each experience.

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### Appendix B: Elementary Education

**College of Southern Maryland - Associate of Arts in Teaching in Elementary Education/Generic Special Education, Grades 1-6**

First Semester	Cr
MTH 2120 or MTH 1015 & MTH 1016	4
ENG 1010 Composition and Rhetoric	3
PSY 1010 General Psychology	3
COM 1010 Basic Principles of Speech Communication	3
BIO 1010/L Botany and Lab or BIO 1020/L Zoology and Lab	4
<b>Total credits</b>	<b>17</b>

Second Semester	Cr
EDU 2610 Integrating the Special Education Student	3
ENG 1020 Composition & Literature	3
GRY 1050 World Regional Geography	3
TED 2030 Introduction to Education	3
EDU 1013 or PSY 2050	3
<b>Total</b>	<b>15</b>

Third Semester	Cr
ART 2020 Integration of the Arts	3
MTH 2100 Concepts of Mathematics for Teachers	4
SOC 1010 Introduction to Sociology	3
PHY 1010/L Fundamentals of Physics I and Lab	4
<b>Total</b>	<b>14</b>

Fourth Semester	Cr
EDU 1085 Foundation to Reading and Language Arts	3
MTH 2110 Concepts of Geometry and Algebra for Teachers	4
PSY/TED 2600 Educational Psychology	3
TED 2011 Practicum in Teacher Education: Elementary	1
GEO 1010/L Physical Geography and Lab	4
HST 1031 or HST 1032	3
<b>Total</b>	<b>18</b>

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**Notre Dame of Maryland University**

First Semester	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

Second Semester	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 313 Science & SS in Elem	3
Total	18

Third Semester	Cr
EDU 252 Clinical Field: Elementary	3
EDU 411 Internship: Elementary Education	12
Total	15

Fourth Semester	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

Special Education classes can be arranged with the advisor – 4 classes = 12 credits. Student teaching will split with Elementary and Special Education – receiving 6 credits for each experience.