

MEMORANDUM OF UNDERSTANDING

BETWEEN

FROSTBURG STATE UNIVERSITY  
AND  
COLLEGE OF SOUTHERN MARYLAND

This Memorandum of Understanding ("MOU") is made between Frostburg State University ("FSU"), 101 Braddock Rd, Frostburg, MD 21532, a constituent institution of higher education in the University System of Maryland and an agency of the State of Maryland, and College of Southern Maryland ("CSM"), 8730 Mitchell Rd, LaPlata, Maryland, 20646, an institution of higher education organized and existing under the laws of the State of Maryland.

In consideration of the mutual promises and conditions contained in this MOU, the FSU and CSM mutually agree to the following:

1. Purpose

The purpose of this MOU is to establish and create a method by which FSU students who previously have attended, but not graduated from, CSM will complete an associate's degree ("Reverse Transfer"). In order to accomplish a Reverse Transfer, an FSU student shall be permitted to transfer academic credits earned at FSU to CSM to be applied toward completion of the CSM associates degree simultaneous with the student's matriculation at FSU.

2. Commencing a Reverse Transfer Evaluation

The Reverse Transfer will be subject to an evaluation process for students who meet the criteria described in 2a or 2b herein:

- a. Not more than once a year, CSM will request and FSU will send, the names and permanent addresses of students who meet the following criteria:
  - i. Student has earned thirty (30) or more credits at CSM;
  - n. Student has earned a total of sixty (60) or more credits (including all CSM, FSU and any transfer credits);
  - m. Student has not attained an associates or bachelor's degree from CSM, FSU or other higher education institution.

- b. An CSM student interested in Reverse Transfer will complete, sign, and submit a request for their FSU transcript to be sent to the Office of Admissions, Records, and Registration at CSM for the purpose of evaluating Reverse Transfer eligibility.

### 3. Requirements for Requesting Evaluation for Reverse Transfer

- a. CSM students must have earned a minimum of fifteen (15) credits at CSM to be eligible to apply for Reverse Transfer consideration. CSM will contact these students and offer them the opportunity to have their credits evaluated for possible application towards an associate degree from CSM.
- b. The catalog under which a student entered CSM shall apply in cases where an application for Reverse Transfer is submitted within two (2) years of the student's their last semester of attendance at CSM. A student applying for Reverse Transfer consideration more than two years following his/her last semester at CSM will be advised on a case-by-case basis by CSM.
- c. Upon the request of CSM, FSU will send a transcript to CSM. FSU will waive transcript fees.
- d. Upon completion of credits needed for an associates degree conferral, the student must be in academic good standing at CSM.
- e. CSM will accept letter grades of A, B, C, D, or PS to fulfill the credit requirements, unless otherwise noted.
- f. CSM will use upper-division courses to fulfill lower-division course requirements when applicable.
- g. CSM may determine that a student is eligible for a program other than the intended program of study, based on courses completed and intended majors listed on the FSU transcript.
- h. CSM will develop, and both CSM and FSU will disseminate and present, Reverse Transfer information to students.
- t. CSM will provide academic advice to Reverse Transfer students.
- J. CSM will inform FSU of those students who receive an associates degree as a result of the Reverse Transfer program.

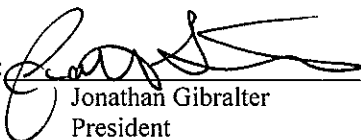
4. General Terms and Conditions

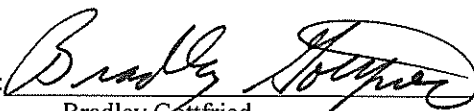
- a. CSM and FSU are independent contractors and is an employee, agent, partner, franchise or joint venture of the other. Neither CSM nor FSU shall have the right to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other. CSM and FSU shall at all times under this MOU comply with all federal, state, and local laws and its own institutional policies. Both CSM and FSU expressly agree not to discriminate against any person or entity on the basis of race, ethnicity, national origin, age, gender, religion, political affiliation, qualified disability, sexual orientation, and veteran status. As required by FERPA and other laws and regulations, CSM and FSU agree to maintain the privacy and security of personally identifiable information. CSM and FSU agree to report any suspected child abuse and/or neglect in compliance with Maryland law.
- b. This MOU may not be modified without the prior written consent by both parties. Neither FSU nor CSM may assign any rights or interests nor delegate its duties under this MOU, in whole or in part, without the express prior written consent of the other party.
- c. This MOU will remain in effect unless either party provides written notification of termination to the other by U.S. Mail at the addresses stated in this MOU. In no event shall the termination of this Agreement by either Party take effect before the end of a then current academic term or adversely impact any student who may be participating in the reverse transfer program.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized officials.

FROSTBURG STATE UNIVERSITY

COLLEGE OF SOUTHERN MARYLAND

By:   
Jonathan Gibraltar  
President

By:   
Bradley Gottfried  
President

Date: 5/12/14

Date: 5/7/14