

**A. James Clark School of Engineering Transfer Opportunity Program  
Southern Maryland ENTRY 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 A. James Clark School of Engineering.

The College of Southern Maryland (hereafter referred to as CSM), a community college in Southern Maryland, and the University of Maryland A. James Clark School of Engineering (the University of Maryland will hereafter be referred to as UMD) 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 Science.

This agreement will serve the students of Southern Maryland in order to provide engineering education to students interested in a variety of career opportunities. Students participating in this program will have the option to enroll in either the Mechanical Engineering or Electrical Engineering degree at the University System of Maryland at Southern Maryland (hereafter referred to as USMSM) or they may choose to enroll in any of the engineering degree programs offered at the University of Maryland, College Park, location or the University of Maryland, Shady Grove, location.

Students who enroll at USMSM may choose to intern at the Naval Air Warfare Center Aircraft Division (hereafter referred to as NAWCAD), a division of NAVAIR, with a possible employment opportunity upon successful graduation and completion of all program requirements. Students are not required to intern with NAWCAD in order to take courses or pursue the degrees offered by UMCP at the USMSM campus.

Provisions set forward by former agreements, including the Code of Maryland Regulations (COMAR), University System of Maryland (USM), Maryland Transfer Advantage Program (MTAP), and the ASE (Associate of Science in Engineering) degree will take precedence over any provision outlined in this agreement.

The A. James Clark School of Engineering Transfer Opportunity Program (hereafter referred to as ENTRY) 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 A. James Clark School of Engineering (one appointment upon enrolling in ENTRY and one appointment in the semester prior to transfer).
2. A minimum of two pre-transfer advising appointments with the Pre-Engineering Coordinator at CSM (one appointment upon enrolling in ENTRY and one appointment in the semester prior to transfer).
3. Ongoing advising support for all students participating in the ENTRY Program.

4. Targeted email communication regarding key transfer information (e.g., MTAP information, application deadline reminders, scholarship information, internship information, etc.).
5. Coordination between the community college and A. James Clark School of Engineering designed to support students in their transition to the four-year school.

In order to be eligible for ENTRY, students must have earned their high school diploma or GED equivalent and must have matriculated to CSM. Students may apply to ENTRY 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 interests 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.

### **ENTRY Program Terms & Administrative Principles**

The following general principles guide the operation of this agreement:

1. This program is designed for all prospective students pursuing engineering at CSM. Students will be advised on opportunities and pathways leading to both the USMSM campus as well as the College Park and Shady Grove campuses. Where appropriate, advisors will recruit students into the Electrical and Mechanical Engineering degree programs at USMSM.
2. Students are invited to apply to participate in ENTRY 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 an Engineering degree and encourage students to take advantage of the pre-transfer advising resources available on both the CSM and UMD campus.
3. Students participating in the ENTRY Program will meet with the UMD Engineering transfer advisor at least twice during their participation in the program. The first meeting will take place during their first semester in ENTRY and the second meeting will take place at least one semester prior to when students plan to submit their transfer application to UMD. The UMD Engineering transfer advisor will lead all outreach with students and will coordinate to schedule appointments with students via Zoom and/or in-


person.

4. Where qualified, students will participate in the Maryland Transfer Advantage Program (MTAP), a partnership between CSM and UMD. In order for students to benefit from the MTAP agreement, students must be enrolled in MTAP for at least one semester prior to application for transfer. All provisions set forward by MTAP supersede any provision set in this agreement.
5. Students intending to transfer should apply for admission by the Early Action deadline for the semester for which they intend to enroll.
6. CSM, UMD, NAWCAD, and USMSM will collaborate on recruitment events and marketing materials to ensure consistent messaging to students. Marketing materials must be approved by a representative from each entity.
7. By July 1st of each academic year, CSM and UMD will finalize a suggested transfer sequence that will be published on the UMD website. CSM may then link this information directly to their website.
8. CSM will provide contact information to the designated transfer advisor at UMD for students who are interested in pursuing engineering programs with the A. James Clark School of Engineering. This information will be shared by February 1st each year. The representative from UMD must complete appropriate paperwork with the CSM Coordinator of Transfer and Articulation in order to receive this information.
9. CSM will provide contact information for graduates of CSM's Associate of Science in Engineering and Associate of Science in Engineering in Electrical Engineering by February 28th (for winter graduates), June 15th (for spring graduates), and September 30th (for summer graduates). UMD will designate an appropriate person to receive this information. The representative from UMD must complete appropriate paperwork with the CSM Coordinator of Transfer and Articulation in order to receive this information.
10. All entities involved will cooperate toward developing, disseminating, and presenting the program information to students.
11. 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 UMD's representative and the CSM Coordinator of Transfer and Articulation.
12. CSM will permit UMD and NAWCAD to conduct on-campus information sessions at locations and on dates that are mutually agreeable.

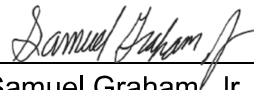
13. CSM will provide appropriate accommodations for the UMD recruiter to meet with students in a confidential environment. The representative from UMD should coordinate with CSM's Coordinator of Transfer and Articulation to schedule these events. UMD will need to contact CSM's Coordinator of Transfer and Articulation at least one month prior to their desired visit to campus to coordinate the visit.
14. CSM will allow UMD and NAWCAD 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.).
15. CSM, UMD, and NAWCAD agree to monitor the performance of this agreement and to revise it as necessary.
16. Representatives from CSM, UMD, and NAWCAD 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
17. 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 UNIVERSITY OF MARYLAND COLLEGE PARK HAS CAUSED ITS NAME TO BE SIGNED HERETO BY ITS DULY AUTHORIZED SIGNATORY AND NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION HAS CAUSED ITS NAME TO BE SIGNED HERETO BY ITS DULY AUTHORIZED SIGNATORY.**

University of Maryland, College Park

By  Date 3/2/2022  
Dr. Jennifer King Rice, Senior Vice President and Provost

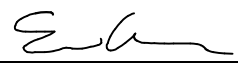
A. James Clark School of Engineering

By  Date 3/2/2022  
Dr. Samuel Graham, Jr., Dean

College of Southern Maryland

By  Date Feb 7, 2022  
Rodney Redmond (Feb 7, 2022 18:08 EST)  
Dr. Rodney Redmond, Provost & Vice President of Learning

University System of Maryland at Southern Maryland

By  Date 2/4/2022  
Dr. Eileen Abel, Executive Director