



**MEMORANDUM OF UNDERSTANDING
BETWEEN
COPPIN STATE UNIVERSITY
AND
GARRETT COLLEGE
FOR
THE REVERSE TRANSFER PROGRAM**

This Memorandum of Understanding (“Agreement”) is made between Coppin State University (CSU), 2500 W. North Ave, Baltimore, Maryland 21216, a constituent institution of higher education in the University System of Maryland as agency of the State of Maryland, and Garrett College (GC), 687 Mosser Road, McHenry, Maryland 21541, an institution of higher education organized under the laws of the State of Maryland. In consideration of the mutual promises and condition contained in this Agreement, CSU and GC (collectively, the “Parties”) mutually agree as follows:

Pursuant to the Agreement, the Parties establish a Reverse Transfer Program permitting students who transfer from GC to CSU before earning an associate’s degree the opportunity to transfer CSU credits back to GC for the primary purpose of promoting and facilitating degree completion through the reverse transfer of credits toward the award of the associate degree for eligible students who, prior to earning the associate degree, transferred from GC to CSU.

This Agreement outlines the guiding principles for this program, including the promotion of the associate degree, the identification of eligible students, the review and transfer of coursework; and, for qualified students, the conferment of an associate degree simultaneous with the student’s matriculation at CSU.

Provision of the Program:

- This initiative will launch in July 2016 with the first associate degrees for eligible student being conferred by GC in fall 2016.
- Eligible Reverse Transfer Program students must have earned at least 15 credits at GC, all of which must have transferred to CSU. Additionally, students may not have previously earned a degree from GC.
- Parties will identify a campus representative that will serve as the primary point of contact for general inquiries.
- Parties will develop, disseminate, and present the reverse transfer information to student.
- Parties will share data, in accordance with FERPA regulations, including as necessary obtaining a student written waiver, for reporting and analyses purposes and to assess the overall effectiveness of the program. Parties will require the program participating student to complete any necessary student records release for the transfer of transcript and academic record information between the institutions.
- CSU and GC will waive the transcript fee when transcripts are sent in conjunction with this Agreement.
- Program participants must have a minimum grade point average of 2.0 at both CSU and GC or the minimum GPA requirement for GC’s program of student for reversion to occur to HSS for associate degree conferral.

- Upon completion of credits needed for associate degree conferral, the student must be in academic good standing at both GC and CSU.
- Parties will advise Program Participating students that they are bound by the current academic policies and requirements at CSU and GC during the student's participation in the Reverse Transfer Program.

Garrett College agrees to:

- Use information provided by CSU for the sole purpose of administering the reverse transfer program.
- Request once a year, the name, permanent address, CSU email address, from CSU for students who meet the following criteria:
 - 15 or more credits in transfer from GC to CSU
 - Earned 60 or more credits from CSU
 - Not earned a degree from either CSU or GC
- GC will waive the graduation application fee for students who apply for and receive their associate degree as a result of the student's Reverse Transfer Program participation.
- Send updated GC transcript to CSU after associate degree awarded to eligible students.
- Accept letter grades of A, B, C, D, or PS for coursework completed through CSU to fulfill program requirements unless otherwise noted in GC degree requirements. For program or elective requirements, grades of "D" may be accepted, only if the grade point average for the block of courses is 2.0 or higher.
- Use CSU earned upper-division course credits to fulfill GC lower-division course requirements when applicable.
- GC has the absolute discretion to determine if a student is eligible for a program other than the intended program of study, and GC will determine eligibility based on courses completed and intended majors listed on the program participating student's CSU transcript.
- GC will provide academic advisement to Reverse Transfer Program participating students.
- Agree to waive the general education competency assessment required for graduation for participants of this Program.

Coppin State University agrees to:

- Forward the names and demographic information needed to identify the student in the GC database, for students who meet the above criteria, at no charge, upon the request of GC.
- CSU will not charge these students for sending their official CSU transcripts to GC.
- Publicize this agreement regarding transfer opportunities for students.

Modification

This Agreement may not be modified without the prior written consent of both Parties. Neither Party may assign any rights or interests nor delegate its duties under this Agreement, in whole nor in part without the express prior written consent of the other Party; and, any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes.

Force Majeure:

Neither party shall be responsible for delays or failures in performance resulting from occurrences beyond the control of such party. Such occurrences shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after the date of this MOU, fire, communication line failures, power failures, earthquakes, or other disasters. In the event of any such occurrences, the time for performance of the party affected thereby will be extended by the same number of days as the time of delay resulting from such occurrences.

Independent Contractor:

Nothing contained in this MOU shall be construed to imply a joint venture, partnership, or principal agent relationship between the parties hereto, and neither party shall, by virtue of this MOU, have any right, power or authority to act or create any obligation, expressed or implied, on behalf of or for the use of any parties other

than CSU and GC. CSU and GC shall not be obligated, separately or jointly, to any third parties by virtue of this MOU.

Term of Agreement

This Agreement commences on July 1, 2016 and is effect until December 31, 2019 and will automatically renew unless terminated by either of the Parties as set forth below. Either Party may terminate this Agreement, provided they provide the other Party with a minimum of 30 days written notice. Written notice of termination must be provided to the other party by U.S. Mail at the address of the parties listed below. Although in no event shall 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 Program. GC and CSU will review, and if necessary revise the Agreement and any procedures governing the Program, every three years.

Garrett College

Albert A. Coviello 10/29/2016

Mr. Albert Coviello
President

Date

Coppin State University

[Signature] 24 June 2016

Dr. Maria Thompson
President

Date



**COPPIN STATE UNIVERSITY
AND
GARRETT COLLEGE
GUARANTEED ADMISSION AGREEMENT**

PREFACE

Coppin State University (CSU) welcomes students from Garrett College (GC) into our community of learners. The Guaranteed Admission Transfer Agreement is designed to facilitate GC students' ease of transfer to CSU. This Agreement supersedes any other general admissions agreement signed between GC and CSU.

Under this Agreement, GC students graduating with any GC Associate in Arts (A.A.), Associate in Science (A.S.), Associates of Arts in Teaching (A.A.T), Associates of Science in Engineering (A.S.E.) or Associate of Applied Science (A.A.S.) degree program will be eligible for the Guaranteed Admissions program.

Students must:

1. Submit the CSU Application for Admission at least six months prior to the start of the semester the student wishes to transfer to Coppin State University.
2. Satisfy all other CSU admissions requirements, which are available on the College website at www.coppin.edu or by contacting an admissions counselor at Coppin State University.
3. Graduate from GC with a minimum cumulative grade-point average (GPA) of 2.0.
4. Recognize that grades of "0" or better will transfer. However, courses with a "D" grade may or may not count toward a major.
5. Understand that there is no residential living requirement for incoming students, though transfer students may request on-campus housing if they wish.
6. Understand that CSU will accept up to 70 transferable credits.
7. Understand that students with at least 60 transferable credits will enter with junior status.
8. Understand that if they were previously enrolled at CSU, they are not eligible for this agreement.
9. Submit GC transcripts along with transcripts from any other colleges they may have attended prior to attending GC.
10. Understand that for some professional programs, there is a secondary admissions process, and that admission to CSU does not guarantee admission to a specific program.

To benefit from the Guaranteed Admissions program, students must enroll in CSU within one year of graduating from GC and may not have attended any other institution of higher education prior to enrolling at CSU.

CSU welcomes International Students to apply to the College. Additional admission materials will include the Test of English as a Foreign Language (TOEFL) and AACRAO, WES or ECE transcript evaluations if applicable. Please check the College website at www.coppin.edu for details.

The Guaranteed Admission program is available for part-time students.

QUALIFICATIONS FOR THIS AGREEMENT

Students interested in the Guaranteed Admission program are encouraged to consult with a Transfer Coordinator at GC and the Transfer Coordinator at CSU to assist in choosing courses which will meet the requirements in the

declared major. Transcripts will be evaluated on a preliminary basis by a representative from the CSU Admissions Office prior to application upon request.

OBLIGATIONS OF COPPIN STATE UNIVERSITY

To facilitate the transfer of GC graduates to CSU in accordance with the foregoing, CSU agrees to the following:

1. To attend regularly scheduled "transfer" programs at GC.
2. To invite GC students to information/advising meetings with CSU faculty and staff on a regular basis at both GC and CSU in order to facilitate smooth curricular and co-curricular integration to Coppin State University.
3. Guaranteed Transfer program students entering fulltime study at CSU are eligible to be awarded academic scholarships and/or grants as would be any other student entering the University within the same semester.

Scholarships are renewable on an annual basis and students must meet with a Financial Aid advisor from CSU for additional information. CSU offers a variety of scholarships and grant awards. These opportunities include merit-based and need-based aid and grants. Sources of these awards include CSU, private donors, as well as federal and state programs.

4. To ensure that incoming students will be provided with CSU financial aid information and receive full consideration for CSU financial aid, in addition to appropriate scholarships and grants listed above, upon matriculation at Coppin State University.
5. To ensure that GC graduates entering CSU under the terms of this Agreement go through CSU's normal transfer admissions process, including, but not limited to, meeting all applicable CSU requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees. Students will be required to abide by the policies and procedures, and any revisions thereof that apply to all CSU students, and will be so advised upon transfer to CSU. Upon transfer, incoming matriculated students will have all the rights and privileges of other CSU students.
6. To continue working with GC on program-to-program curriculum articulation agreements that specify for GC transfer students the GC courses that satisfy major requirements required for degree completion at CSU.
7. To publicize this agreement regarding transfer opportunities for students.

OBLIGATIONS OF GARRETT COLLEGE

1. GC agrees to publicize this agreement to prospective and current GC students in its promotional literature, and make arrangements for CSU recruiters and advisors to visit GC.
2. Provide CSU with a list of GC graduates which includes FERPA disclosable contact information.

JOINT OBLIGATIONS

1. To consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any changes of policy or curricula that affect those students. Both CSU and GC will review this Agreement on a regular basis and make any changes upon mutual agreement, as needed. Such changes will be effective when both GC and CSU sign the revised document.
2. Students are required to graduate from GC with a minimum GPA of a 2.0. Courses with grades of "D" or better will be brought into CSU as transfer credits. However, many majors require a minimum grade of "C" or better for courses that fulfill major requirements.

3. To collaborate in providing students with information and academic advising both from CSU and GC. CSU will make available contact information for questions about Coppin State University's academic requirements, Core Curriculum requirements, degree requirements, and the process of transferring to CSU.
4. To jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of Guaranteed Admission transfer
5. To exchange data and documents on a regular basis that will contribute to the maintenance and improvement of the arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of data about individual transfer students, including admissions information and grades, and reports on the results of program reviews, assessments of students' learning, and decisions of curricula and other committees.
6. This Agreement may be updated (by means of addenda), upon mutual agreement by appropriate officials of the two institutions, to allow for additional curriculum articulation sheets accommodating course equivalencies for specific major(s)/minor(s) certificate program(s). This Agreement sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior understandings, memos, writings or agreements of the parties with respect to the subject matter hereof. Any waiver by a party of any of its rights or of the other party's obligations must be in writing.
7. To provide, when available, direct links between the CSU and CSM websites when applicable.

REVISIONS, RENEWAL AND TERMINATION OF THIS AGREEMENT

The CSU Vice President for Academic Affairs and the appropriate officers at GC are responsible for identifying and communicating to each other changes 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, for students entering CSU fall 2016 or after. This agreement will be reviewed on a regular basis by the appropriate parties at each institution and will be renewed automatically until superseded by new Agreements or formally terminated. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effect date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to CSU under the terms of this Agreement.

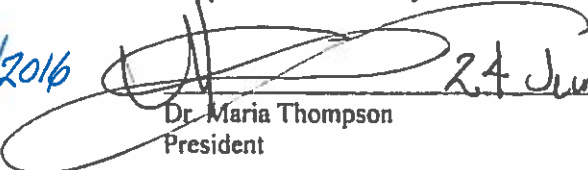
The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from GC to Coppin State University, and to expand their opportunities for academic success there, is indicated by the following signatures. The undersigned representatives of the parties, Garrett College and Coppin State University, have executed this Agreement on the dates indicated:

Garrett College


 Mr. Albert A. Coviello
 Acting President

10/28/2016
 Date

Coppin State University


 Dr. Maria Thompson
 President

24 June 2016
 Date