

Memorandum of Understanding
between University of Baltimore and Harford Community College
regarding a Streamlined Transfer Agreement

Preamble

This agreement (the "Agreement") is made this 1st day of October, 2017 ("the Effective Date") by and between the University of Baltimore ("UB"), a public state university in Baltimore, Maryland, and a member of the University System of Maryland, and Harford Community College ("HCC"), a community college in Bel Air, Maryland, to offer an articulated program where, after successful completion of an associate degree at HCC, admissible HCC students will be able to transfer to UB and enter a program track toward a UB Bachelor of Arts or Bachelor of Science.

I. Purpose of Agreement

The Agreement affirms the commencement of a new initiative between HCC and UB to promote the BeeLine at HCC ("BeeLine"), an efficient, accelerated, transfer access program designed to facilitate faster completion of UB undergraduate programs for HCC students. The BeeLine transfer program offers HCC students incentives and structured pathways for attaining a four-year baccalaureate degree from UB.

The goal of this program is to provide a seamless transition from HCC's associate degrees to UB's bachelor's degrees. In addition to increasing the number of well-qualified, prepared students who select the pathway, the BeeLine transfer program contributes to Maryland's completion initiative by increasing associate degree attainment and providing momentum for baccalaureate completion. This agreement sets expectations for administrators, faculty and staff at both institutions, and fosters a working relationship between the parties.

II. Term

The initial term of the Agreement shall be for a period of two (2) years, commencing on the Effective Date and ending on October 2, 2019, at the end of which the Agreement shall automatically renew for successive one (1) year periods unless terminated by either party as set forth below.

Either party may terminate this Agreement by providing ninety (90) days' written notice to the other party. During the notice period the parties may discuss continuation of a formal relationship. If the Agreement is terminated, UB will honor transfer students from HCC under the expiring agreement terms while a new agreement is in the process of being completed. The parties shall meet, at least annually, to review changes in curriculum, programs and credential requirements for the purpose of determining whether or if the Agreement should be amended.

III. Guaranteed Admission

Subject to the terms and conditions of this Agreement, UB shall provide students graduating from HCC the opportunity to seamlessly transfer to UB into any of the bachelor's degree programs offered by UB that do not have special admissions requirements. UB's Office of Undergraduate Admission will retain the final authority in all admission decisions. Current students and graduates of HCC are eligible for undergraduate application fee waivers of Thirty-Five Dollars (\$35.00).

IV. Admissions for Special Programs

Before an admissible HCC student can be considered for admission into any of UB's special degree programs, such HCC student must meet the following requirements:

- Business Administration - Accounting – 2.5 GPA
- Business Administration - Finance – 2.25 GPA
- Forensic Studies – completion of 56 semester credit hours, a 2.75 GPA, and seven (7) prerequisite science courses (BIO I, CHEM I & II, Organic CHEM I & II, PHY I & II)
- Health Systems Management – completion of 56 semester hour credits
- Jurisprudence – 3.0 GPA

V. Transfer of HCC Credits to UB

Subject to the terms and conditions of this agreement, UB shall accept transfer of HCC credits up to a maximum of sixty-three (63) applicable semester credit hours. Students transferring to UB with an associate of arts (A.A.) or an associate of science (A.S.) degree will satisfy all lower-division general education course requirements of the UB baccalaureate degree.

Students transferring to UB with an associate of applied science (A.A.S.) degree may be required to take additional lower-division general education courses to satisfy UB baccalaureate degree requirements. Appendix A hereto includes articulated transfer guides for A.A.S. programs between HCC and UB.

VI. Transfer Scholarships

HCC students transferring into UB's baccalaureate program with a grade point average of 2.5 or higher will be awarded a transfer scholarship, which is renewable up to the completion of the baccalaureate degree if the student maintains scholarship requirements and continuous enrollment. UB transfer scholarship award amounts are subject to change at any time. UB transfer scholarships shall be promoted on both UB and HCC web sites. HCC students are also encouraged to apply for other UB scholarship opportunities as they become available.

VII. Honors Program

UB will accept HCC honors students into The Helen P. Denit Honors program (the "Honors Program") during the fall or spring semesters provided that the student has a grade point average of 3.5 or higher combined from all previous collegiate institutions. Each student admitted into the Honors Program may apply credit of up to two (2) honors courses from HCC to requirements for the Honors Program curriculum provided the courses were designated as honors, carried at least three credits, and were passed with a 3.0 (B average) or above on a 4.0 grading scale. HCC honors students accepted into the Honors Program shall complete the remaining required Honors Program coursework through UB.

VIII. Reverse Transfer

UB will encourage students to complete their associate degree at HCC. UB will promote reverse transfer to HCC students who have transferred to UB and have not completed an associate degree

at HCC. Interested students must sign a FERPA¹ waiver to allow UB and HCC advisors to exchange student academic records to implement dual advising and promote reverse transfer opportunities. UB will annually conduct outreach to current UB students that have: completed forty-five (45) resident credits at UB; transferred at least fifteen (15) credits from HCC; and did not complete an associate degree from HCC. Reverse transfer data will be shared yearly with HCC administrators.

IX. Simultaneous Enrollment Prior to Associate Degree Completion

The institutions agree to allow simultaneous admission for admissible students at HCC and UB. Students enrolled in both institutions under this agreement shall be subject to the laws, regulations, practices and policies in effect at each institution.

X. Accelerated Bachelor's/Master's Pathways

Students that transfer from HCC may be eligible to participate in UB's accelerated program from a bachelor's degree to a master's degree. Students with a grade point average of 3.5 or higher and at least 90 semester hour credits are eligible to apply for an accelerated program that allows them to complete up to three (3) graduate courses within UB's accelerated master's programs (e.g., bachelor's in Business Administration to master's in Business Administration). These three (3) graduate courses will apply to both bachelor's degree and master's degree requirements.

XI. Reports, Data and Information

UB shall provide annual transfer reports to HCC. Transfer reports will include data and information on HCC transfer students that were conferred bachelor's degrees, awarded transfer scholarships, participated in reverse transfer, and other pertinent information.

HCC shall annually provide data and reports to UB. Reports will include student enrollment information, enrollment breakdown based on programs at HCC, student demographic data, and other pertinent information.

XII. Publicity and Promotion

During the term of this Agreement, UB and HCC shall develop and agree upon a mutually acceptable marketing and student recruitment plan to promote the BeeLine transfer program to inform students of the opportunities available. Any and all marketing, promotional or publication materials developed by one party must be reviewed and approved in writing by the other party prior to use of any such materials. HCC agrees to promote the BeeLine transfer

¹ The parties will comply with all provisions of the federal Family Educational Rights and Privacy Act ("FERPA") in all disclosures of FERPA protected information between HCC and UB. For example, the parties may be able to share personally identifiable information from a student's record for purposes related to a student's enrollment or transfer, per 34 C.F.R §§ 99.31 (a)(2) and 99.34. In addition, pursuant to 34 C.F.R § 99.31 (a)(6)(i), the parties may share with each other personally identifiable information from students' educational records without consent for the sole purpose of conducting studies to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. Also consistent with FERPA, the parties shall use reasonable methods to ensure that they provide only those education records that are necessary to this Agreement. Nothing in this Agreement may be construed to allow the parties to maintain, use, disclose, or share student record information in a manner not allowed under Federal law or regulation.

program to HCC students by allowing UB to place marketing materials in student service centered departments on campus and on the HCC website (www.harford.edu).

XIII. Program Administrators

The parties designate the following individuals to serve as administrators under this Agreement:

UB Program Administrator

Marcus Wright
Associate Director,
Undergraduate Admission

HCC Program Administrator

Alison Amato
Academic Affairs Program Specialist

Patrick Elliot
Associate Vice President,
Enrollment Services

XIV. Amendments

This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties.

XV. Non-Waiver

The failure of either party to insist, in any one or more instances, on the performance of any of the terms, covenants, or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, condition or right with respect to further performance.

XVI. Severability

Each provision of this Agreement shall be deemed to be a separate, severable and independently enforceable provision. The invalidity or breach of any provisions shall not cause the invalidity or breach of the remaining provisions hereof.

XVII. Counterparts

This Agreement may be executed in counterparts and each counterpart shall be deemed an original.

XVIII. Applicable Law

This Agreement shall be governed in accordance with the laws of the State of Maryland. Any legal proceedings brought pursuant to this Agreement shall be brought only in the state courts of Maryland.

IN WITNESS WHEREOF, the parties hereby evidence their agreement to the above terms and conditions by having caused this Agreement to be executed and delivered on the day and year indicated above.

Kurt L. Schmoke Date _____
Kurt L. Schmoke
President
University of Baltimore

Dianna G. Phillips Date 10-11-2017
Dianna G. Phillips, Ph.D.
President
Harford Community College

Darlene Smith Date 10/30/2017
Darlene Smith, Ph.D.
Executive Vice President and Provost
University of Baltimore

