

**Memorandum of Understanding  
between the  
Community College of Baltimore County  
And  
Coppin State University**

**Pathways to Success**

This Memorandum (Agreement) is made between the Community College of Baltimore County (CCBC or College), located in Baltimore County Maryland, a public community college established under the laws of the State of Maryland and Coppin State University (CSU or University), a public institution of higher education located in Baltimore City, Maryland established under the laws of the State of Maryland to create an education partnership to increase collegiate engagement, academic progress and success, degree completion, and transition to careers.

WHEREAS CCBC is a community college with post-secondary education opportunities that result in the awarding of associate degrees and CSU provides students the opportunities to earn undergraduate and graduate degrees;

WHEREAS CCBC and CSU recognize the need for and importance of facilitating education opportunities at the associates and bachelors' level as a pathway to career success at the initiation of a student's admission to CCBC;

WHEREAS CCBC and CSU recognize that cooperative education programs benefit the community, employers, and students in the State and regions;

WHEREAS CCBC and CSU Pathways to Success Program provides for the joint admission to both institutions to support the completion of degree requirements for an associated degree from CCBC and bachelor's degree from CSU;

WHEREAS, the mutual benefit of students engaging in and having access to campus resources, including library, dining, residence life, academic advising, is recognized to support successfully attaining educational goals; and

WHEREAS, the purpose of the Pathways to Success Program is to facilitate the transition from CCBC to CSU for jointly admitted students, effectively efficiently, and more seamlessly into Upper Division programs as CSU.

NOW THEREFORE, in consideration of the mutual promises and conditions herein, the adequacy of which is hereby acknowledged, the Community College of Baltimore County and Coppin State University hereby agree as follows:

## **I. Definitions**

### **Dual Admissions:**

- Dual Admission is a **special transfer program** between selected two- and four-year colleges and universities that allows students to take advantage of unique benefits that are intended to provide a seamless and successful transition to participating four-year schools.

## **II. Responsibilities of the Parties**

In support of this partnership and administration of the program, CCBC and CSU will:

- Coordinate trainings to educate faculty and staff about the Pathways to Success Program.

## **III. Responsibilities of CCBC**

In support of this partnership and administration of the program, CCBC will:

- Establish a Pathways to Success web page for program information.
- Promote the Pathways to Success to general audiences to be acquainted with the program and to prospective students at the time of admission who will be dually admitted.
- Facilitate admissions to CSU upon initial admission and throughout their CCBC student experience under the Pathways to Success program.
- Facilitate classroom presentations/visits by CSU representatives to CCBC students for the purpose of presenting the program and CSU academic opportunities.
- Provide space for CSU staff and faculty to meet with prospective students, conduct pre-transfer advising, and host information sessions.
- Provide an opportunity for CSU representatives to present at CCBC New Student Orientation or provide a table to be occupied by CSU staff
- Facilitate the exchange of transcripts between CCBC and CSU for purposes of advising, evaluation, and admission.
- Provide CSU with the number of, and contact information for, CCBC students enrolled in Pathways to Success program at the end of each academic semester.
- Confirm enrollment of all Pathways to Success students on a semester basis.

## **IV. Responsibilities of CSU**

In support of this partnership and administration of the program, CSU will:

- Establish a Pathways to Success web page for program information.
- Provide a Pathways to Success Application for use by CCBC students, to be made available at all transfer events and online.
- Provide a dedicated bridge advisor to work with CCBC students on a semester basis, to support progression and retention efforts, including to confirm enrollment in the Pathways to Success program.
- Provide embedded student advising at CCBC (in-person or virtually) to assist students in applying to the Program, meeting eligibility requirements, following curriculum maps, and utilizing resources available through the Pathways to Success Program.
- Identify faculty across transfer majors who will work, at regular and advertised times throughout the program, with students in the program from admissions at CCBC through their transfer to CSU.
- Verify that Program participants declare a major upon transfer to the University.

- Share information with CCBC student enrollment patterns, retention, and degree attainment.
- Invite CCBC partners to CSU Commencement to honor Pathways to Success Program students.

In support of this partnership and acceptance of college credit in transfer, CSU will:

- Require completion of the Associate of Arts and the Associate of Science degrees at CCBC for Pathways to Success students prior to enrolling in CSU courses in the program in which the student earned the degree at CCBC.
- Accept all general education coursework and require no further general education courses for students attaining the Associate of Arts or Associate of Science degrees as required by *COMAR Sec. 13b.06.01.04. Transfer of Education Program Credit, B. Credit Earned in or Transferred From a Community College*.
- Accept the sixty (60) semester hours that comprise an Associate of Arts or Associate of Science degree to transfer to any CSU bachelor's degree program with Junior standing (60-70 credits). CSU will guarantee the acceptance of all credits earned from the transfer Associate of Science or Associate of Arts degree program not to exceed 70 credits. Transfer of other degree types will be determined through seamless articulation agreements.
- Provide Pathways to Success graduates junior class status (60-70 credits) with respect to registration and housing, if applicable.
- Accept up to forty-five (45) credits in transfer through CCBC's documented prior learning and high school articulation agreements, as applied to the Associate of Arts or Associate of Science degree.
- A full-time student admitted with third year (junior) status to CSU will be able to complete a bachelor's degree at CSU within two academic years provided the student completes the appropriate associate degree at CCBC and completes and appropriately sequences his/her remaining course work at CSU, which will be determined by number of credits earned each semester.

In support of this partnership, including financial and student support incentives, CSU will:

- Provide CCBC students admitted to CSU with CSU ID card. Provide financial incentives for students through dedicated CCBC transfer scholarships. Students transferring from CCBC through the Pathways to Success Program to CSU will automatically receive a one-time \$1,000.00 scholarship tuition credit and may be eligible for additional Transfer Scholarships offered by CSU. The Office of Admissions identifies qualified transfer students for the Transfer Scholarship. Entering students must complete the Federal Financial Aid Form (FAFSA) and the CSU scholarship application. This merit-based scholarship provides an award of \$2000.00 for the academic year (\$1000.00) per semester. Students must complete the AA or AS degree to qualify. Note that all financial aid awards must comply with federal and state eligibility requirements. Students receiving the Community College Transfer Scholarship must maintain full-time enrollment and a grade point average (GPA) of at least 2.50 (4.00 scale).
- Provide access to institutional, academic, and student support services at the receiving institution to which all other CSU students have access.

## **V. Term**

The initial term of the Agreement shall be for a period of five (5) years, commencing on the Effective Date, which is the date on which the agreement is fully executed by the parties. At the end of which the Agreement shall automatically renew for successive one (1) year periods unless otherwise terminated by either party as set forth herein. It is understood and agreed that this Agreement will be reviewed every five (5) years, at least ninety (90) days prior to the auto renewal period to ensure terms and conditions are consistent with the program structure and operations. Any adjustments will require a written update, modification, or addendum to the Agreement.

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, CSU will honor students who are in the Pathways to Success Program and have been admitted to CSU at the time of termination. 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.

## **VI. Program Administrators**

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

CCBC Program Administrator	CSU Program Administrator
Ann Gamble Director of Transfer and Degree Acceleration <a href="mailto:agamble@ccbcmd.edu">agamble@ccbcmd.edu</a> 443-840-1735	Nicole Lee Transfer Coordinator <a href="mailto:nilee@coppin.edu">nilee@coppin.edu</a> 410-951-3707

## **VII. FERPA**

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 CCBC and CSU. For example, the parties may be able to share personally identifiable information from a student record for purposes related to enrollment or transfer, per 34 C.F.R §§ 99.31 (a)(2) and 99.34. Also consistent with FERPA, the parties shall use reasonable methods to ensure that only those education records necessary to the purpose for the disclosure are provided as permitted under FERPA. 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 applicable laws or regulations.

## **VIII. Publicity**

Neither party shall use directly or by implication the names, trademarks, logos, or trade dress of the other party, nor any of the other party's affiliates or contractors, nor any abbreviations thereof, or of any staff member, faculty member, student, or employee of the other party in connection with any products, publicity, promotion, financing, advertising, or other public disclosure without the express prior written permission of an authorized official of the other party.

#### **IX. 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, pandemics, governmental regulations imposed after the date of this Agreement, 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.

#### **X. Independent Contractors**

Nothing contained in this Agreement 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 Agreement, have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of the other party. Neither shall this Agreement be construed to create rights or obligations, expressed or implied, on behalf of or for the use of any parties other than CCBC and CSU; and CCBC and CSU shall not be obligated, separately or jointly, to any third parties by virtue of this Agreement.

#### **XI. Non-Discrimination**

There shall be no discrimination on the basis of age, race, color, religion, sex, disability, gender identity, veteran status, sexual orientation, marital status, genetic information, national origin, or any other legally protected status in either the selection of students for participation in the Pathways to Success or as to any actions taken pursuant to this Agreement.

#### **XII. 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.

#### **XIII. 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.

#### **XIV. Severability**

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

#### **XV. Enforcement**

The failure of either party to insist upon strict performance of any of the terms or conditions of this Agreement, or to exercise any rights or remedies, shall not be construed as a waiver of its right to assert any of the same or to rely on any such terms or conditions at any time thereafter.



#### **XVI. Counterparts**

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


#### **XVII. Assignment**

Neither party shall assign or delegate this Agreement without the prior written consent of the other.

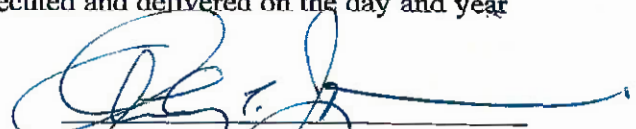
#### **XVIII. Applicable Law**

This Agreement, and all claims arising out of or relating to this Agreement, whether sounding in contract, tort, or otherwise, shall be governed in all respects by the laws of the State of Maryland, without reference to its conflicts of laws rules. CCBC and CSU expressly consent and submit to the exclusive jurisdiction of any court of competent jurisdiction in the State of Maryland.

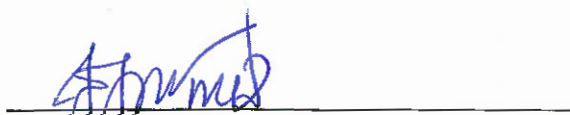
IN WITNESS WHEREOF, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby evidence their agreement to the above terms and conditions by having caused this Agreement to be executed and delivered on the day and year indicated above.

  
Sandra L. Kurtinitis, Ph.D.  
President  
Community College of Baltimore County


April 8, 2022  
Date

  
Anthony L. Jenkins, Ph.D.  
President  
Coppin State University

March 28, 2022  
Date

  
Joaquin G. Martinez, Ph.D.  
Provost and Vice President for Instruction  
Community College of Baltimore County

April 8, 2022  
Date

  
Leontye L. Lewis, Ed.D.  
Provost and Vice President for  
Academic Affairs  
Coppin State University

3/28/2022  
Date