

If you want to have credit from another institution considered for transfer to CSM, please send your official transcripts from each institution to the Admissions Office:

College of Southern Maryland

Attn: Admissions

P. O. Box 910

La Plata, MD 20646-0910

Transcripts may be submitted for evaluation at any time, but it is best to complete this step early.

Before CSM will evaluate transfer credit from other institutions, students must:

- Complete an Application for Admission
- Choose a program of study
- Submit official, sealed transcripts from each institution attended

## General Transfer Policy

Transfer credit is reviewed by the Registrar, which reviews courses on an individual basis. The Registrar considers the institution where the course was taken, date completed, department and course number, course title, and grade in deciding whether the course will transfer to CSM.

If the student's cumulative GPA from a previous institution is less than a 2.0 on a 4.0 scale, CSM will review only those courses with a grade of C or better. Exception: If a student has less than a 2.0 on a 4.0 scale from a regionally accredited Maryland public institution and then transfers to CSM, CSM will accept credits in which a grade of D is earned for general education courses.

CSM will convert courses taken at institutions that operate on a quarter system to term credit hours if the credit is transferable. Quarter hours are multiplied by  $\frac{2}{3}$  to equal term credit hours (multiplied by 0.667).

Transfer credit cannot be awarded for a course if credit has already been earned at CSM.

In some cases, CSM will need to review the official course description or course syllabus to determine equivalency. Upon request, the student must submit the required information.

## Transfer Criteria

Credit may transfer if one of the following is met:

- The institution is regionally accredited by a commission on higher education.

- CSM recognizes the following regional accreditations:
  - Middle States Association of Colleges and Schools
  - North Central Association of Colleges and Schools
  - New England Association of Schools and Colleges
  - Northwest Association of Schools and Colleges
  - Southern Association of Colleges and Schools
  - Western Association of Schools and Colleges
  - Credit is not accepted from institutions that are candidates for regional accreditation.
- CSM has an articulation agreement with a high school, business, or industry. Articulation agreements specify award of credit for meeting certain criteria and presenting certain documents.
- The American Council on Education (ACE) (<http://www.acenet.edu>) has reviewed and recommended the course for college credit.
- The institution is legally authorized to grant standard college degrees and is accredited by an accrediting agency recognized by the United States Department of Education. The college may award transfer credit based upon course equivalencies, expected learning outcomes and applicability to CSM's curricula, standards, and course offerings. CSM's transfer credit policy complies with COMAR 13B.02.02.16.

## Applying Credits Toward Graduation

Typically, students may allocate up to 45 transfer credits toward an associate degree or half the credits required for a certificate.

In unusual circumstances, including those involving students with Servicemembers Opportunity College (SOC) agreements with CSM, students may earn up to 75 percent of the degree credits through transfer work. Students can earn up to 30 of these transfer hours through transfer of nontraditional credit. Only credits that apply to the chosen program may count toward graduation.

# Statement of Agreement between Prince George's Community College and the College of Southern Maryland

Articulation Agreement Between the College of Southern Maryland  
and Prince George's Community College  
for  
Nuclear Medicine Technology, Radiography, and Respiratory Therapy Programs

## AGREEMENT

WHEREAS the College of Southern Maryland and Prince George's Community College are committed to expanding educational opportunities in nuclear medicine technology, radiography and respiratory therapy, and

WHEREAS the College of Southern Maryland desires to facilitate access to Nuclear Medicine Technology, Radiography and Respiratory Therapy Programs for College of Southern Maryland students, and

WHEREAS Prince George's Community College offers programs in Nuclear Medicine Technology, Radiography and Respiratory Therapy, and

WHEREAS the two institutions desire to better serve the educational growth of students through cooperative educational planning and optimal utilization of community resources,

THEREFORE this Articulation Agreement (hereinafter referred to as "Agreement") commits the institutions to support a partnership in offering Prince George's Community College's Nuclear Medicine Technology, Radiography and Respiratory Therapy Programs to students from the College of Southern Maryland.

## PROVISIONS OF THE AGREEMENT

1. This Agreement applies to the Prince George's Community College Associate's Degree Programs in Nuclear Medicine Technology, Radiography and Respiratory Therapy.
2. Prince George's Community College agrees to reserve 25% of each program's enrollment capacity at the College's Largo Campus for transfer students from the College of Southern Maryland until the petitioning deadline published in the Prince George's Community College Catalog has passed. After that time, remaining seats become available to qualified students, regardless of the county of residence.
3. Students of the College of Southern Maryland applying for admission to Prince George's Community College must meet all of the admission criteria published in the Prince George's Community College Catalog. In addition, students of the College of Southern Maryland must meet the requirements for petitioning for admission into the program in which they intend to enroll: Nuclear Medicine Technology, Radiography or the Respiratory Therapy Program. Prince George's Community College will offer admission for 25% of the seats in

each program to qualified students from the College of Southern Maryland.

4. College of Southern Maryland students may complete all general education requirements for the Nuclear Medicine Technology, Radiography, or Respiratory Therapy Program on any College of Southern Maryland campus. Students must complete a minimum of 12 credits of pre-requisite courses at the College of Southern Maryland to be considered for program admission under the terms of this agreement.
5. Nuclear Medicine Technology, Radiography and Respiratory Therapy courses will be provided at Prince George's Community College with clinical practicums at various sites throughout the metropolitan area. Consideration of residence will be given to clinical placement whenever possible.
6. Each institution will cooperate with the other, consistent with its own institutional policies and regulations in developing, disseminating, and presenting the program to potential students.
7. Prince George's Community College shall retain full and complete authority over its curriculum, policies, and procedures.
8. All courses accepted for transfer must meet the same standards required of any student applying to Prince George's Community College.
9. Transfer students from the College of Southern Maryland attending a Prince George's Community College program under the terms of this agreement will pay tuition at the in-county rates published in the applicable Prince George's Community College Catalog.
10. Students must follow the procedures and timelines for petitioning for entry into the program of interest as established by the Prince George's Community College Office of Admissions and Records. It is the responsibility of the students to contact this office by December of their final academic year at the College of Southern Maryland for information necessary to meet the petitioning requirements. Final selection of students for each program will be made by the Director of Admissions and Records at Prince George's Community College, in consultation with the respective Program Director.
11. This agreement becomes effective on the date set forth on the signature page of this document.
12. Prince George's Community College and the College of Southern Maryland agree to publicize this program.
13. The agreement may be terminated by either party for any reason after giving ninety (90) days written notice to the other. Termination of the agreement will not affect any students currently enrolled at Prince George's Community College as a major in Nuclear Medicine Technology, Radiography or Respiratory Therapy at the time of termination. If this agreement is terminated, College of Southern Maryland students who are currently enrolled

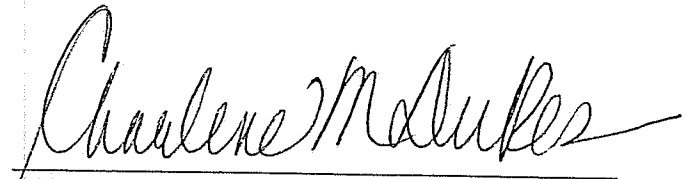
in the pre-Nuclear Medicine Technology, pre-Radiography or pre-Respiratory Therapy Programs at the College of Southern Maryland will be considered for admission to Prince George's Community College for one additional admission cycle.

14. Prince George's Community College agrees to indemnify and hold the College of Southern Maryland, their officers, directors, employees and agents harmless from any and all claims, losses, damages, liabilities, costs and lawsuits (including reasonable attorney's fees) against them resulting from negligent acts or omissions or willful conduct committed by Prince George's Community College within the limits set forth in the Local Government Tort Claims Act.
15. The College of Southern Maryland agrees to indemnify and hold Prince George's Community College, its officers, directors, employees and agents harmless from any and all claims, losses, damages, liabilities, costs and lawsuits (including reasonable attorney's fees) against them resulting from negligent acts or omissions or willful conduct committed by the College of Southern Maryland within the limits set forth in the Local Government Tort Claims Act.
16. The College of Southern Maryland and Prince George's Community College shall make no distinction in the admission of students to programs or in the provision of instruction to such students on the basis of race, color, gender, religion, sexual orientation, creed, age, national origin or disability.
17. The College of Southern Maryland and Prince George's Community College represent and warrant that their officers, agents, and employees shall be in material compliance with federal, state, and local laws, regulations and ordinances applicable to activities and obligations under this Agreement.
18. This Agreement shall not be assigned or transferred by either party without written approval of the other. Any purported assignment without such approval shall be void and of no effect.
19. This Agreement constitutes the entire agreement between the parties. This Agreement, when fully executed, shall supercede any and all prior or contemporaneous agreements, either oral, by course of conduct, or in writing, with respect to the subject matter thereof.
20. No modification of the terms of this Agreement shall be effective unless such modification is in a writing signed by the duly authorized representatives of the parties hereto.
21. This contract does not create any legal or equitable rights on the part of any third party, as a third party beneficiary or otherwise.
22. Prince George's Community College adheres to the policies and procedures as defined by the Family Educational Rights and Privacy Act (FERPA) as well as requests made under the Public Information Act and those made through official requests by a government agency. It is acknowledged that prior consent from the student is not required by school or

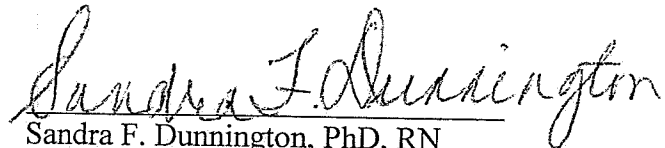
government officials who have been determined to have legitimate educational interests. School officials include instruction or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective. Legitimate educational interests include those directly related to the academic environment. It is further acknowledged that Prince George's Community College is the custodian of a student's records during the time that the student is enrolled in that institution.

**IN WITNESS THEREOF**, the authorized representatives of the parties have executed this Agreement between the College of Southern Maryland and Prince George's Community College for a five-year term from July 1, 2014 to June 30, 2019, according to the terms of this Agreement.

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Bradley M. Gottfried, PhD  
President  
College of Southern Maryland

  
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Charlene M. Dukes, EdD  
President  
Prince George's Community College

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Robert Farinelli, PhD  
Interim Vice President for Academic Affairs  
College of Southern Maryland

  
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Sandra F. Dunnington, PhD, RN  
Vice President for Academic Affairs  
Prince George's Community College

\_\_\_\_\_  
Date

7-30-14  
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Date