

ARTICULATION AGREEMENT

Anne Arundel Community College
Associate of Arts in Teaching

Name of College/University
Bachelor of Arts with a Major in Elementary Education/Liberal Arts

Entered into this 10th day of August, 2004.
(date) (month)




President
Name of college/university

Martha A. Smith, Ph.D., President
Anne Arundel Community College



Provost
Name of college/university

Andrew L. Meyer Ed.D., Vice President
For Learning
Anne Arundel Community College



Dean of Education
Name of college/university

Dean
School
Anne Arundel Community College

Department Chair
Department of Education
College of Notre Dame of Maryland

Department head
Department
Anne Arundel Community College

This agreement is effective with new name of college/university admits semester/year.
This agreement will be reviewed annually/biennially.

ARTICULATION AGREEMENT

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Anne Arundel Community College, Associate of Arts in Teaching and College of Notre Dame of Maryland, Bachelor's of Arts in Liberal Studies/Elementary Education

Anne Arundel Community College (here after referral to as AACC), a multi-campus community college in Anne Arundel County, Maryland, and College of Notre Dame of Maryland, agree to offer an articulated program leading to the award of a Associate Arts (A.A.S./A.S./ A.A.) in Teaching Degree and a Bachelor of Arts (B.A./B.S.) in (Elementary Education/Liberal Arts) They further agree that students from AACC, through this articulation policy, will be allowed to transfer credits earned for the AAT degree at AACC to College of Notre Dame of Maryland leading to the award of the B. A. degree at College of Notre Dame of Maryland. The following general principles guide the operation of this Agreement:

1. The program is designed for graduates of the A. A.T degree in Teaching at AACC. A maximum of 64 credit hours from AACC will be allowed toward fulfillment of the 128 credit hours required for baccalaureate completion.
2. All courses meeting general education requirements at AACC will transfer to (College of Notre Dame of Maryland) as general education.
3. Students must maintain a 2.0 cumulative grade point average in order to transfer.
4. The maximum number of credits that will be accepted by College of Notre Dame of Maryland toward degree requirements from non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores) is the number that AACC accepts. Tech Prep credits will transfer where appropriate. Credit awarded for experiential learning ("life experience") is not recognized by, and is not transferable to, College of Notre Dame of Maryland
5. Once the A.A.S/ A.S./A.A.. is completed and the student has been admitted to College of Notre Dame of Maryland, the student may commence the Elementary Education/Liberal Studies major by completing a "Declaration of Major" form and registering for upper level courses in the major
6. While AACC and College of Notre Dame of Notre Dame, do not presently have a dual enrollment program should one be agreed to, this agreement will not preclude students from participation and students may apply for and receive the benefits of dual enrollment. Those students would then be subject to the policies of said program should they apply.
7. AACC students who have completed the AAT degree will be given every consideration for financial assistance and will be eligible to compete for academic scholarships at College of Notre Dame of Maryland.

8. This agreement becomes effective on the date set forth on the first page of this document. AACC and College of Notre Dame of Maryland agree to publicize this program. They further agree to monitor the performance of this agreement and to revise it as necessary. The agreement may be terminated by either party for due cause and after adequate notice to the other. Termination of the agreement will not affect any students currently enrolled at AACC in the AAT degree at the time of termination, and they shall be able to transfer credits pursuant to this agreement.
9. Colleg of Notre Dame of Maryland will establish a mechanism to provide information on the academic progress of the AACC student enrolled as a result of this agreement.

PURPOSE OF AGREEMENT

This agreement is entered into to serve the instructional needs of AACC students and graduates. The general purpose of this agreement is to make clear the terms of this articulation agreement.

There are three specific goals under this agreement. First, it is the intent that this articulation agreement will facilitate a smooth transition from AACC's AAT to the B.Ain Liberal Studies/Elementary Education at College of Notre Dame of Maryland as efficiently as possible. AACC graduates will understand how College of Notre Dame of Maryland transfers the credits they earn at AACC, as well as the changes in requirements that may permit more flexible scheduling once the student has been admitted to and enrolled at College of Notre Dame of Maryland. This agreement provides a systematic plan for students to continue their higher education beyond the A.A.S./A.S./A.A. degree from AACC.

Second, this agreement is a publication of a clear set of understandings and expectations for both institutions and programs. Making our expectations clear to students and between institutions not only contributes to the first goal, but also allows institutions to work collaboratively to meet the needs of AACC graduates. Like any policy agreement, this articulation agreement will need to be updated, revised and refined as instructional programs are revised.

Third, AACC encourages graduates to continue their educational pathway in field of education y for both personal and professional development, as well as career advancement the education profession. This articulation agreement facilitates students' successful achievement of credentials in the field.

The following sections describe the specifics of the agreement.

A.A.S./A.S./A.A. in (name of major)-B.A./S. in (name of major) Transfer Agreements

The *AAT* degree at AACC is considered a */transfer* program. Therefore, *Elementary Education* students who transfer to *College of Notre Dame of Maryland* */will not* have their coursework evaluated on a course-by-course basis to determine which of *College of Notre Dame of Maryland* general education requirements and discipline requirements have been met. By taking full advantage of the AACC-*College of Notre Dame of Maryland* course agreements outlined below, the transfer student will matriculate at junior standing. Further, this agreement allows the student who has obtained an A.A.S./A.S./A.A. Degree in *Teaching* from AACC and who has enrolled in the *Liberal Studies/Elementary Education major* at *College of Notre Dame of Maryland* to apply up to 64 transfer credits to required components of the major.

The following indicates the transfer of course agreement between the A.A.S./A.S./A.A. in *Teaching* at AACC and the *B.S. in Liberal Studies Elementary Education* College of Notre Dame of Maryland

Lower Division (name of college/university) requirements (Insert and Delete Areas)

University GER Requirements	AACC Equivalent	Explanation/Notes
ENGLISH COMPOSITION (3-6 cr)	2 comp courses	We require 2 literature courses.
ARTS/HUMANITIES (credits)	2 History courses	
SOCIAL SCIENCE (6 credits)	Geography and an elective	.
MATHEMATICS (9 credits)	AACC 2 Math concepts Courses = 8 cr	8 cr will suffice
BIOLOGICAL/PHYSICAL SCIENCE (12 cr; one course must have a lab component)	1 physical science, 1 biological science and 1 4 cr elective	
LANGUAGE/CULTURE	Intermediate level	Intermediae level if traditional age student 1 3cr course if over 25 years

Upper Division (name of college/university) Requirements

All AACC transfer students with an A.A.S./ A.S./ A.A. in *Teacheing* will be required to take a minimum of number of credits of upper division coursework at name of college/university.

In addition to the general education requirements indicated in the preceding section of this articulation agreement, the Bachelor of *Arts* degree with a major in *Liberal Studies/Elementary Education* at *College of Notre Dame of Maryland* requires students to successfully complete the following course work:

<i>College of Notre Dame of Maryland</i>			AACC Program Equivalent
Course Number	Course Title	Credit Hours	
TOTAL Agreement Credits=0			

AAT Degree = 64 credits

Insert any minimum grade requirements AAT Degree passing Praxis I

Course Sequencing (if appropriate) See below for example.

AAT students transferring to the College of Notre Dame of Maryland should be aware that the *Elementary Education* curriculum is built upon a series of established course sequences. For students to progress through the program, they must have the appropriate pre-requisites, co-requisites, and must also achieve sufficient GPA levels. *To obtain the AAT degree*

Patrice: I wonder whether or not this portion is helpful – it's almost a student guide to transferring and doesn't seem to fit in with the articulation agreement.

Overview and Summary

For students following this agreement, the steps are as follows:

Step 1: Complete the *AAT degree* at AACC.

Indicate the contact person for developing the educational plan at AACC.

Step 2: Apply for admission to *College of Notre Dame of Maryland*, indicating *Liberal Studies/Elementary Education major* as the intended major. Applications for admission can be obtained by contacting: Admission Office at the College of Notre Dame of Maryland. They will give you all the information you need.

Indicate methods for applying.

Indicate any other steps necessary after transfer from AACC.

HIGHER EDUCATION PARTNERSHIP AGREEMENT
BETWEEN
ANNE ARUNDEL COMMUNITY COLLEGE
AND
THE COLLEGE OF NOTRE DAME OF MARYLAND, INC.

The attached Memorandum of Understanding specifies the practices and processes of the educational partnership between Anne Arundel Community College and College of Notre Dame of Maryland, Inc. (CND).

We affirm our dedication to this partnership between Anne Arundel Community College and CND in providing expanded access to educational opportunities for the citizens of Anne Arundel County.

Anne Arundel Community College

College of Notre Dame of Maryland, Inc.

By: Martha A. Smith
Dr. Martha A. Smith
President

By: Mary Pat Seurkamp
Dr. Mary Pat Seurkamp
President

Dec. 4, 1998
Date

December 4, 1998
Date

MEMORANDUM OF UNDERSTANDING
Educational Partnership between
Anne Arundel Community College
And
College of Notre Dame of Maryland, Inc.

Purpose

The purpose of this Memorandum of Understanding is to provide a basis for the establishment of an operational relationship between Anne Arundel Community College (AACC) and the College of Notre Dame of Maryland, Inc. (CND) in the formation of an educational partnership. This relationship will expand the availability of upper division and graduate courses in Anne Arundel County.

This memorandum describes the goals and objectives, assumptions and parameters of this agreement with specific focus on the needs to be met by either party to benefit students. It is specifically intended that from time to time the two institutions will enter into agreements to accomplish specific transactions. This memorandum will serve as a description of the areas in which there may be such agreements, as a statement of the spirit and tone of the agreements and as a guide to the development of specific arrangements between the institutions.

Goals

The major goals or objectives which the institutions wish to accomplish through the partnership are:

1. To provide expanded educational opportunities for students at AACC and for Maryland residents, particularly those in Anne Arundel County, by making available two degree programs:
 - a. upper division undergraduate work leading to the Bachelor of Arts degree and
 - b. graduate work leading to the Master of Arts degree
2. To extend access to higher education opportunities through the weekend college concept and through flexible scheduling designed for adults and responsive to the needs of Anne Arundel County.
3. To provide complete articulation between the associate degree and the bachelors degree programs which provide upward mobility and opportunity for students.
4. To provide students with courses specific to a certification program that may also be used toward a degree with appropriate approval.
5. To provide courses for all residents of Maryland not necessarily for the completion of a degree
6. To provide a cost effective means for expanded higher education opportunities for Anne Arundel County at the baccalaureate and master's levels.

Program Design

1. Prior to each semester, CND and AACC will coordinate the CND offerings.
2. Course selections will be mutually agreed upon and determined in time to publish in the schedules of classes and to notify students.
3. CND and AACC should coordinate publication of course offerings in their respective schedules of classes. Additional advertising, such as fliers and mailers should be negotiated and agreed upon before distribution.
4. Each institution will report class enrollments to the other. Courses may be canceled upon mutual determination by the department/division chairs.
5. CND may also elect to offer courses through interactive technology.
6. In June, the chief academic officers and/or chairs of CND and AACC departments will meet informally to evaluate the partnership and to make plans for the next year. Beginning in February, a formal evaluation will be held, and a report will be sent to the two presidents.

Transfer Articulation:

1. CND and Anne Arundel Community College will develop specific articulation agreements as necessary.
2. Students who have completed their A. A. degree in a transfer program at AACC are eligible to transfer up to 65 credits toward the CND baccalaureate degree requirements.

Admission Status:

1. Students wishing to take courses with CND need to be admitted to the College of Notre Dame of Maryland. Admission may be either as a degree seeking student or as a non-degree seeking student.
2. CND will be responsible for handling admission and registration of students for CND courses, including academic advising. Both institutions will agree upon dates and times for such advising in advance for publication in their respective schedules of classes. An appropriate location or format will be agreed upon for the admission, advising, and registration of students; for example, at AACC or utilizing the Distance Learning Classroom for group advising.

Marketing and Student Recruitment

1. All marketing concerning the program will be implemented based on a marketing and student recruitment plan developed and agreed upon jointly by the two institutions. The marketing plan will include specific responsibilities for each institution in terms of action and financial responsibility.
2. Anne Arundel Community College will publish information about joint offerings in its class schedule as appropriate and agreed upon.

General Student Facilities:

1. Students enrolled in the CND program at Anne Arundel Community College will be eligible to use all CND facilities.

Special Student Facilities:

1. If a course or program requires the use of special facilities such as computer labs, academic resource center or other student-related facility, the partners will agree upon an appropriate fee per student to defray the cost of special usage or specific equipment or special services.

Assigned Responsibilities:

1. CND will provide the following resources and services in support of the partnership:
 - a. the upper division courses in the Education and Liberal Studies bachelor's degree programs for individuals who have completed an appropriate associate's degree.
 - b. Graduate level courses for students accepted as CND masters degree candidates or accepted as non-degree students.
 - c. Appropriate faculty for the undergraduate and graduate courses, including significant involvement by full-time faculty. The faculty shall remain employees of CND and shall not be considered employees or agents for AACC.
 - d. On-site registration, academic counseling, financial aid and counseling, and business office services will be offered for students enrolled in the CND courses on a defined schedule.
 - e. Specific course offerings are identified by the appropriate academic administrators and department chairpersons at CND, based on recognized student and programmatic needs.
 - f. Interlibrary loan support and access to the Loyola-Notre Dame joint library.
 - g. CND bookstore services for student book purchases following an agreed upon schedule.
 - h. Each institution will make available on an as-needed basis a support person to facilitate the faculty member at each site for specific purposes, such as, for example, Distance Learning arrangements. CND is responsible for payment of the facilitator and will notify AACC if a facilitator is needed.
 - i. CND will charge its regular tuition and fees for CND courses, which will be open to all Maryland residents as described in the admissions section below.
 - j. CND will remit 6% of gross tuition receipts arising from this agreement to AACC as facilities reimbursement. Documentation of tuition receipts shall be submitted to Anne Arundel Community College.
 - k. Annually, financial arrangements will be reviewed, and, if warranted, they will be adjusted by mutual agreement.

2. Anne Arundel Community College will provide the following resources and services in support of the partnership:
 - a. Classrooms to meet instructional needs for the baccalaureate and masters courses offered by CND
 - b. Access to the AACC library services
 - c. Access to AACC computer laboratory pursuant to an agreed schedule. Funding for additional software required by CND will be provided by CND, and CND will retain the ownership of such software.

- d. Instructional support including audiovisual equipment and services and access to duplication equipment. Charges for duplication will be at the AACC standard rate.
- e. Bookstore services for CND students pursuant to an agreed schedule.
- f. Security and housekeeping for classrooms pursuant to an agreed schedule.
- g. Class schedules will be developed cooperatively with the agreement and approval of both institutions. In the event of unforeseen situations requiring a change in schedule or room assignment, reasonable notice will be given to CND.
- h. Office space as agreed upon to support the administrative and student services functions being provided by CND.

Miscellaneous

1. Students desiring to enter the bachelor's degree programs or one of the masters degree programs must apply to CND and meet the requirements and standards applicable for admission to these programs.
2. All students entering the bachelors and masters degree programs will be considered students at CND and will be entitled to the rights and privileges afforded to Weekend College and Graduate students and subject to all policies, rules, regulations, obligations and duties of CND Weekend College and Graduate students.
3. Where areas of difference exist or occur in academic policies, rules, and regulations of AACC and CND, the policies, rules and regulations of CND shall prevail for CND students.
4. Each party will indemnify and hold harmless the other, its agents, employees, and students from and against all claims, damages, liabilities, law suits, and expenses, including but not limited to reasonable attorney fees, court costs, and other costs actually incurred, arising out of any personal injury or property damage caused solely by the negligent or intentional acts or omissions of an agent, employee or student of the indemnifying party in the course of the program described in this Memorandum of Understanding.
5. All courses offered by CND will be designed, conducted, and graded under the exclusive control of CND.
6. This Agreement is not assignable but shall be binding on the corporate successors of CND and AACC.
7. This Agreement will not create an employment relationship between any employee of AACC and CND on the one hand, and any employee of CND and AACC on the other.
8. Any amendment or modification of the Agreement or Memorandum of Understanding shall be in writing and executed by the appropriate parties.
9. This Agreement will have an initial term of two (2) years commencing January 1, 1999. The parties will meet on a periodic basis, at least once each semester to evaluate the program. Either party may terminate the program at the end of the initial term by giving the other party at least six (6) months prior written notice. Unless terminated, the program will continue for consecutive one-year periods, and each will be self-renewing unless written notice of termination is delivered by the terminating party to the other at least six (6) month prior to the expiration of the then current term. Notwithstanding the above, this Agreement may be terminated by either party upon the expiration of six (6) months after notice of material default in the terms of this Agreement so long as the default has not been cured within that six (6) month period.

10. Notice of any action taken by either party and required to be reported to the other party under this Agreement shall be mailed, certified delivery, to the other party at the address stated below:

Anne Arundel Community College

Attention: _____

College of Notre Dame of Maryland, Inc.

Attention: _____

Anne Arundel Community College

College of Notre Dame of Maryland, Inc.

By: Martha A. Smith
Martha A. Smith
President

By: Mary Pat Seurkamp
Mary Pat Seurkamp
President

Date: Dec. 4, 1998

Date: December 4, 1998