

TRANSFER AGREEMENT

CHATHAM UNIVERSITY

AND

ALLEGANY COLLEGE OF MARYLAND

This agreement is made between Chatham University ("Chatham"), 1 Woodland Rd, Pittsburgh, PA 15232, an institution of higher education organized and existing under the regulations and laws of the state of Pennsylvania and Allegany College of Maryland ("ACM"), 12401 Willowbrook Road, Cumberland, MD 21502, an institution of higher education organized and existing under the laws of the State of Maryland.

ACM and Chatham University acknowledge their shared mission to provide quality higher education programs, specifically for Sustainability which meet the needs of the region and provide a workforce of highly trained individuals.

The primary purpose of this agreement is to enhance the transferability between ACM and Chatham University. A secondary purpose is to provide faculty and administration of both institutions with more precise guidelines for advising students interested in pursuing a bachelor's degree at Chatham. These guidelines are designed to facilitate and coordinate the articulation transfer process and procedures, enhance advising, and promote the acceptance of equivalent courses/credits between Chatham and ACM allowing for an efficient and effective transition from an Associate's degree to a Baccalaureate degree.

Chatham and ACM mutually agree to the following:

1. Purpose

- A. The purpose of this agreement is to establish and create a method by which an ACM student will be permitted to transfer academic credits earned at ACM to Chatham University to be applied toward completion of the Chatham University bachelor's degree.

2. Requirements for Transfer

- A. Upon completion of the ACM biology associate degree program, students will be eligible to transfer up to 60 credits into Chatham University in the Bachelor of Sustainability program. Credits to be transferred from ACM to Chatham University are specified in the attached advising worksheet (Addendum 1). Students must have earned a grade of C or better in courses for eligible transfer. Students must be admitted to Chatham University before actual credits are awarded.
- B. ACM and Chatham University will work cooperatively to promote transfer opportunities. ACM will provide opportunities for Chatham University representatives to visit ACM locations and disseminate information about Chatham University. The marketing plans may include, but are not limited to brochures, posters, press releases, listing partnerships on websites, co-presenting to public high schools. All marketing materials should be reviewed and approved by both parties.
- C. A transfer student must meet the graduation requirements of the Chatham University catalog that was in effect when the student first enrolled at Chatham University.
- D. Students who have completed the transfer block and continued on to Chatham University should follow the guidelines established in the chosen Program Transfer Articulation Agreement between ACM and Chatham University, as laid out in Addendum 1.
- E. Chatham University will review letter grades for the purpose of awarding transfer credit and will review GPA for the purpose of admission in accordance with the 2+2 Program Transfer Articulations. Individual courses must be a C or better in order for those courses to transfer.
- F. ACM will, upon the student's request, supply Chatham University with verification that the student has completed

the chosen 2+2 Program Transfer Articulation.

3. **General Terms and Conditions**

- A. ACM and Chatham University are independent contractors and neither is an employee, agent, partner, franchise or joint venture of the other. Neither ACM nor Chatham University shall have the right to bind the other to any other agreement with agreement with a third party or to incur any obligation or liability on behalf of the other. ACM and Chatham University shall at all times under this agreement comply with all federal, state, and local laws and its own institutional policies. Both ACM and Chatham University expressly agree not to discriminate against any person or entity on the basis of race, ethnicity, national origin, age, gender, religion, political affiliation, qualified disability, sexual orientation, and veteran status. As required by FERPA and other laws and regulations, ACM and Chatham University agree to maintain the privacy and security of personally identifiable information. ACM and Chatham University agree to report any suspected child abuse and/or neglect in compliance with Maryland law.
- B. This agreement may not be modified without the prior written consent by both parties. Neither ACM nor Chatham University may assign any rights or interests nor delegate its duties under this agreement, in whole or in part, without the express written consent of the other party.
- C. This agreement will remain in effect unless either party provides written notification of termination to the other by U.S. Mail at the addresses stated in this agreement. In no event shall termination of this agreement by either party take effect before the end of a then current academic year or adversely impact any student who may be participating in the transfer program.
- D. Representatives of ACM and Chatham University will meet once a year (end of spring semester) to share all pertinent programmatic, course, and other curricular changes that will go into effect for the following academic year.
- E. The term of this agreement shall be five years from the date of execution and will be reviewed bi-annually for accuracy. This agreement may not exceed a period of five years.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officials.

For ALLEGNY COLLEGE OF MARYLAND

 Date: 5/26/16
Dr. Cynthia S. Bambara, President

 Date: 5/27/16
Dr. Kurt Hoffman, Interim Senior Vice President Instructional and Student Affairs

For CHATHAM UNIVERSITY

 Date: 5/11/16
Dr. Esther Barazzone, President

 Date: 5/10/16
Dr. Jenna Templeton, Vice President for Academic Affairs