

**FREDERICK COMMUNITY COLLEGE AND  
ST. MARY'S COLLEGE  
OF MARYLAND  
GUARANTEED ADMISSION AGREEMENT**

**PREFACE**

St. Mary's College of Maryland (SMCM) welcomes students from Frederick Community College (FCC) into our community of learners. The Guaranteed Admission Transfer Agreement is designed to facilitate FCC students' ease of transfer to SMCM. This Agreement supersedes any other general admissions agreement signed between FCC and SMCM.

Under this Agreement, FCC students graduating with any FCC Associate in Arts (A.A.), Associate in Science (A.S.), Associates of Arts in Teaching (A.A.T), Associates of Science in Engineering (A.S.E.) or Associate of Applied Science (A.A.S.) degree program will be eligible for the Guaranteed Admissions program. Students who meet the criteria below are guaranteed admission to SMCM. If at any point in time the number of FCC Guaranteed Admission program students exceeds the number of students that SMCM is able to accommodate, FCC will be notified in writing and all parties will conduct a full review of the terms of this agreement within 60 days of the written notice. Any Guaranteed Admission program students who are not able to matriculate during their desired semester, due to space limitations, will be notified and offered admission to SMCM the following semester.

Students must:

1. Submit the SMCM Application for Admission at least six months prior to the start of the semester he/she wishes to transfer to St. Mary's College of Maryland.
2. Satisfy all other SMCM admissions requirements, which are available on the College website at <http://www.smcm.edu> or by contacting an admissions counselor at St. Mary's College of Maryland.
3. Graduate from FCC with a minimum cumulative grade-point average (GPA) of 3.0.
4. Recognize that grades of "D" or better will transfer. Understand that there is no residential living requirement for incoming students, though transfer students may request on-campus housing if they wish.
5. Understand that SMCM will accept up to 70 transferable credits.
6. Understand that students with at least 56 transferable credits will enter with Junior status.
7. Understand that if they were previously enrolled at SMCM, they are not eligible for this agreement.
8. Submit FCC transcripts along with transcripts from any other colleges they may have attended prior to attending FCC.

To benefit from the Guaranteed Admissions program, students must enroll in SMCM within one year of graduating from FCC without attending another institution of higher education.

SMCM welcomes International Students to apply to the College. Additional admission materials will include the Test of English as a Foreign Language (TOEFL) and WES transcript evaluations if applicable. Please check the College website at <http://www.smcm.edu> for details.

The Guaranteed Admission program is also available for part-time students.

### **QUALIFICATIONS FOR THIS AGREEMENT**

Students interested in the Guaranteed Admission program are encouraged to consult with a Transfer Coordinator at FCC and the Transfer Coordinator at SMCM to assist in choosing courses which will meet the requirements in the declared major. Transcripts will be evaluated on a preliminary basis by a representative from the SMCM Admissions Office prior to application upon request.

### **OBLIGATIONS OF ST. MARY'S COLLEGE OF MARYLAND**

To facilitate the transfer of FCC graduates to SMCM in accordance with the foregoing, SMCM agrees to the following:

1. To attend regularly scheduled "transfer" programs at FCC.
2. To invite FCC students to information/advising meetings with SMCM faculty and staff on a regular basis at both FCC and SMCM in order to facilitate smooth curricular and co-curricular integration to St. Mary's College of Maryland.
3. Those students entering fulltime study at SMCM are eligible to be awarded academic scholarships and/or grants as any other student entering the College within the same semester. SMCM will give an extra \$500 for students that participate in the Guaranteed Admissions program as well.

Scholarships are renewable on an annual basis and students must meet with a Financial Aid advisor from SMCM for additional information. SMCM offers a variety of scholarships and grant awards. These opportunities include merit-based and need-based aid and grants. Sources of these awards include SMCM, private donors, as well as federal and state programs.

4. To ensure that incoming students will be provided with SMCM financial aid information and receive full consideration for SMCM financial aid, in addition to appropriate scholarships and grants listed above, upon matriculation at St. Mary's College of Maryland.
5. To ensure that FCC graduates entering SMCM under the terms of this Agreement go through SMCM's normal transfer admissions process, including meeting all applicable SMCM requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, and any revisions thereof that apply to all SMCM students. Incoming matriculated students will have all the rights and privileges of other SMCM students.
6. To continue working with FCC on program-to-program curriculum articulation agreements that specify for FCC transfer students the FCC courses that satisfy major requirements required for degree completion at SMCM

### **OBLIGATION OF FREDERICK COMMUNITY COLLEGE**

FCC agrees to publicize this agreement to prospective and current FCC students in its promotional literature, and make arrangements for SMCM recruiters and advisors to visit FCC.

### **JOINT OBLIGATIONS**

1. To consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement,

and keep each other informed of any changes of policy or curricula that affect those students. Both SMCM and FCC will review this Agreement on a regular basis and make any changes upon mutual agreement, as needed. Such changes will be effective when both FCC and SMCM sign the revised document.

2. Students are required to graduate from FCC with a minimum GPA of a 3.0. Courses with grades of "D" or better will be brought into SMCM as transfer credits. However, many majors require a minimum GPA of C or C- for courses that fulfill major requirements.
3. To collaborate in providing students with information and academic advising both from SMCM and FCC. SMCM will make available contact information for questions about St. Mary's College of Maryland's academic requirements, Core Curriculum requirements, degree requirements, and the process of transferring to SMCM.
4. To jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of Guaranteed Admission transfer.
5. To exchange data and documents on a regular basis that will contribute to the maintenance and improvement of the arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of data about individual transfer students, including admissions information and grades, and reports on the results of program reviews, assessments of students' learning, and decisions of curricula and other committees.
6. This Agreement may be updated (by means of addenda), upon mutual agreement by appropriate officials of the two institutions, to allow for additional curriculum articulation sheets accommodating course equivalencies for specific major(s)/minor(s)/certificate program(s). This Agreement sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior understandings, memos, writings or agreements of the parties with respect to the subject matter hereof. Any waiver by a party of any of its rights or of the other party's obligations must be in writing.
7. To provide, when available, direct links between the SMCM and FCC websites when applicable.

#### **REVISIONS, RENEWAL AND TERMINATION OF THIS AGREEMENT**

The SMCM Vice President for Academic Affairs and the appropriate officers at FCC are responsible for identifying and communicating to each other changes in the policies or requirements of their respective institutions that affect this Agreement.

This Agreement will be in effect, as of the date of its signing, for students entering SMCM fall semester 2014 or after. It will be reviewed on a regular basis by the appropriate parties at each institution and will be renewed automatically until superseded by new Agreements or formally terminated. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effect date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to SMCM under the terms of this Agreement.

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from FCC to St. Mary's College of Maryland, and to expand their opportunities for academic success there, is indicated by the following signatures. The undersigned representatives of the parties, Frederick Community College and St. Mary's College of Maryland, have executed this Agreement on the dates indicated:

