

# **MARYLAND HIGHER EDUCATION COMMISSION**

## **MEETING BOOKLET**

Time: 1:00 PM  
April 24, 2019

Place: Maryland Higher Education Commission  
Conference Call  
8<sup>th</sup> Floor, Conference Room 4  
Conference Call: (872) 240-3212  
Access Code: 553-670-789  
6 N. Liberty St., 10<sup>th</sup> Floor  
Baltimore, MD 21201

# Maryland Higher Education Commission

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Secretary

## Maryland Higher Education Commission Meeting Agenda

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Wednesday  
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<b>Call to Order</b>		
<b>Chairman’s and Secretary’s Remarks</b>		
<b>Commissioner Committee Updates</b>		
<b>Department of Academic Affairs – Emily Dow</b>		
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<b>Adjournment</b>		





Larry Hogan  
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Anwer Hasan  
Chairperson

James D. Fielder, Jr., Ph. D.  
Secretary

## MEMORANDUM

**DATE:** April 24, 2018  
**TO:** Commissioners, Maryland Higher Education Commission  
**FROM:** Emily A.A. Dow, Ph.D., Assistant Secretary, Academic Affairs  
**RE:** Proposed Regulations Regarding Articulation Agreements and Degree Programs

Enclosed for your review are proposed regulations regarding articulation agreements and degree programs. These proposed regulations stem from recommendations of the Applied Baccalaureate Workgroup (chaired by Commissioner Yaeger), and they have been reviewed by the Student Transfer Advisory Committee (STAC).

Under the proposed regulations, a standard definition of articulation agreement would be adopted, and all articulation agreements would be required to cover certain topics and to be deposited with MHEC. The regulations would provide that up to 70 credits of any degree awarded by a community college may transfer to a 4-year institution, and that more than 70 credits may transfer pursuant to an articulation agreement.

With respect to the Bachelor of Technical Studies (BTS) and Bachelor of Professional Studies (BPS) degree programs, the regulations would clarify that a new program proposal, in addition to an articulation agreement, must be submitted to and approved by MHEC for such programs.

### **RECOMMENDATION:**

It is recommended that the Commission:

(1) Approves for publication in the Maryland Register the enclosed regulations regarding articulation agreements and degree programs; and

(2) Authorizes its Assistant Attorneys General to make non-substantive edits to the proposed regulations if necessary to conform to the stylistic requirements of the Joint Administrative, Executive, and Legislative Review Committee or the Division of State Documents.



Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.02.03.02

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(2) Articulation Agreement.

(a) An "articulation agreement" means an agreement between institutions of higher education regarding the transfer of academic credits from one institution to the other.

**Comment [ED1]:** Purpose: to add a definition in COMAR.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.06.01.10

**.10 Articulation Agreements.**

A. An articulation agreement shall be signed by the President or Chief Academic Officer of each institution and shall provide for the transfer and acceptance of academic credit from one institution to the other for specific completed:

- (1) Coursework;
- (2) Program requirements;
- (3) Internships; and
- (4) Any other credit awarded for prior learning.

B. An articulation agreement between public institutions shall conform to the provisions in COMAR 13B.06.01.

C. An articulation agreement may include provisions regarding:

- (1) Procedures for admissions, registration, and advising;
- (2) Access to student services, financial aid;
- (3) Cost of tuition;
- (4) Term and termination of the agreement; and
- (5) Other relevant information as it pertains to the transfer of academic credit from one institution to another.

E. A final, signed copy of an articulation agreement shall be deposited with the Commission.



Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.02.03.24

**.24 Degree Programs.**

A. Degree Levels.

(1) The degree levels described in this regulation are available to institutions in this State, as approved in accordance with COMAR 13B.02.02.10.

(2) Public community colleges and senior public higher education institutions shall comply with the credit hour standards of COMAR 13B.02.02.16A(1) and B(1).

B. Associate of Applied Science (A.A.S.).

(1) An institution may award an Associate of Applied Science (A.A.S.) degree for successful completion of not less than 60 and not more than 70 credit hours in vocational-technical occupational skills, including law enforcement, computer technology, and engineering technology.

(2) The program is intended for a student seeking immediate employment opportunities. However, the program does not preclude a student from transferring to a technical bachelor's degree program such as a bachelor's degree in technology or a bachelor's degree in technical or professional studies, or from transferring non-technical courses to a 4-year institution.

C. Associate of Arts (A.A.).

(1) An institution may award an Associate of Arts (A.A.) degree for successful completion of not less than 60 and not more than 70 credit hours in the liberal arts (social sciences, humanities, and similar subjects) and in the fine arts (music, art, etc.).

(2) The program is intended for transfer to an equivalent Bachelor of Arts (B.A.) degree program at 4-year institutions.

D. An institution may award an Associate of Art in Teaching (A.A.T.) degree that:

(1) Meets the lower-level degree academic content, outcomes, and requirements for teacher education, similar to the first 2 years of a bachelor's program in teacher education;

(2) Requires evidence of qualifying scores as established by the State Superintendent of Schools on the teacher certification tests approved by the State Board of Education;

(3) Requires a cumulative grade point average of at least 2.75 on a 4.00 scale; and

(4) If achieved, transfers up to **64-70** credit hours, satisfying all lower-division teacher education program outcomes without further review by in-State 4-year public and independent institutions.

**Comment [ED2]:**  
Purpose: this change would align the AAT with the other credit ceilings for transfer.

E. An institution may award an Associate of Fine Arts (A.F.A.) degree for successful completion of not less than 60 and not more than 70 credit hours in the professional arts in programs that:

(1) Have as a primary goal transfer to a Bachelor of Fine Arts (B.F.A.) degree program;

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

- (2) Are similar to the first 2 years of a B.F.A. degree program; and
- (3) Require at least 60 percent of the course credit to be in studio work and related areas.

F. Associate of Science (A.S.)

(1) An institution may award an Associate of Science (A.S.) degree for successful completion of not less than 60 and no more than 70 credit hours in science or technology (engineering, agriculture, the natural sciences) with a heavy emphasis on undergraduate mathematics or science.

- (2) The program is intended for transfer to a Bachelor of Science (B.S.) degree program at 4-year institutions.

G. Associate of Science in Engineering (A.S.E.).

- (1) An institution may award an Associate of Science in Engineering (A.S.E.) degree that:

- (a) Meets the lower-level degree academic content, outcomes, and requirements for engineering education, similar to the first 2 years of a bachelor's parallel program in engineering education;

- (b) Requires at least a 2.0 on a 4.0 grade scale in all courses required by the program in computer science, engineering, mathematics, and the physical and natural sciences; and

- (c) If conferred, transfers without further review or course-by-course match by in-State 4-year public and participating independent institutions into a bachelor's parallel program, except that transfer students may be treated like non-transfer students with regard to credit hours earned through Advanced Placement (AP), International Baccalaureate (IB), and transcribed credits.

- (2) The Commission shall convene a continuous review committee for each A.S.E. degree area, such as electrical engineering. Each continuous review committee shall be composed of faculty with relevant expertise in that area of study from in-State 2-year and 4-year public and independent institutions with approved engineering programs.

- (3) Outcomes for each A.S.E. degree area shall be reviewed by the appropriate continuous review committee to ensure that outcomes are consistent with current standards. The committees shall meet at least once a year for the purpose of conducting this review.

- (4) The president or president's designee of an in-State 4-year independent institution that wishes to participate in the Statewide articulation agreement shall submit a letter to the Secretary stating that the A.S.E. shall transfer to its institution without further review or course-by-course match, except that credit hours earned through Advanced Placement (AP), International Baccalaureate (IB), or transcribed credit, may be treated as they would be with non-transfer students at the institution.

H. An institution may award a Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), or Bachelor of Science (B.S.) degree for successful completion of a program of 120 or more undergraduate credit hours.

I. Bachelor of Technical Studies (B.T.S.) or Bachelor of Professional Studies (B.P.S.).

(1) An institution may award a Bachelor of Technical Studies (B.T.S.) or Bachelor of Professional Studies (B.P.S.) degree of at least 120 credit hours awarded for the successful completion of an A.A.S. degree, an advanced program of study in the designated area of concentration, and a minimum three-credit hour internship related to the program.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

(2) Under an articulated agreement, students who have completed an A.A.S. degree may obtain a Bachelor of Technical Studies or a Bachelor of Professional Studies in a related, specialized area of concentration at an institution with degree-granting authority in this State. The area of concentration shall be specified by the institution granting the Bachelor of Technical Studies or Bachelor of Professional Studies. The receiving institution shall accept not less than 60 credit hours and not more than ~~64-70~~ credit hours for the Associate of Applied Science (A.A.S.) degree.

Comment [ED3]: Purpose: this change would align the credit ceilings with others ceilings found in COMAR.

(3) The Commission shall provide information on technical or professional fields that have graduated significant numbers of students and for which one or more community colleges request an articulated bachelor of technical or bachelor of professional studies degree. Institutions that wish to participate in developing a Bachelor of Technical Studies or Bachelor of Professional Studies shall meet and ~~develop a memorandum of understanding.~~ Participating institutions shall notify the Commission of their intent to develop the new degree program an articulation agreement.

Comment [ED4]: Purpose: removes the need for an MOU; removes the need to inform the Commission.

(4) ~~A memorandum of understanding shall be drafted and agreed to by institutions. The memorandum of understanding shall address procedures for admissions, registration, advising, student services, financial aid, tuition, and faculty resources. Programmatic and degree requirements shall also be identified. The BTS or BPS program shall include an internship which encompasses specific competencies and is a minimum of three credit hours.~~

(a) The articulation agreement shall specify whether the internship may be completed as part of the programmatic requirements for the A.A.S. degree.

(5) The program shall be made available at the principal location or other convenient locations, or both. The program may also be delivered through distance education.

~~(6) The memorandum of understanding articulation agreement shall be submitted to the Commission instead of with a program proposal under Chapter 03 of this Title.~~

J. An institution may award a Master's Degree for successful completion of at least 30 credit hours or the equivalent of graduate-level courses.

K. An institution may award a Doctoral Degree for the highest level of formal collegiate study in a field, typically requiring successful completion of at least 60 credit hours or the equivalent at the graduate level, including completion of a dissertation, final project, or other form of culminating academic work.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.06.01.04

**.04 Transfer of Education Program Credit.**

A. Transfer of Credit to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and

(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit Earned in or Transferred From a Community College.

(1) Except as provided in §B(5) of this regulation, at least 60 credits but not more than 70 credits of general education, elective, and major courses that a student earns at any community college in the State toward ~~an associate's of art or an associate's of science~~ a degree at a community college shall be transferrable to any public senior higher education institution in the State for credit toward a bachelor's degree.

Comment [ED5]: Opens §B(5) to all degree programs.

(2) To be transferrable, a credit shall have been earned in accordance with the student's degree plan.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at the receiving public institution granting the degree if successfully completed in accordance with the receiving institution's policies governing native students in the same program.

(4) Students earning an A.A.S. or A.F.A. degree shall have their credits evaluated in a manner that maximizes the transfer of articulated and elective credit.

(5) A community college and a public senior higher education institution may provide in an articulation agreement for the transfer of credits in addition to credits transferred under §B(1) of this regulation.

C. Nontraditional Credit.

(1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.

(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis according to the same standards that apply to native students at the receiving institution:

### Proposed Changes Pertaining to Articulation Agreements and Degree Programs

(a) Technical courses from career programs;

(b) Course credit awarded through articulation agreements with other segments or agencies, which should be developed in collaboration with all public institutions, including course credit awarded by articulation with Maryland public secondary schools;

(c) Credit awarded for clinical practice or cooperative education experiences;

(d) Credit awarded for life and work experiences; and

(e) Credit awarded for training, coursework, or education through the military.

(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

(4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

#### D. Program Articulation.

(1) Recommended transfer programs shall be developed through collaboration between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan for seamless transfer. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

#### E. Reverse Transfer of Credit

(1) Subject to §E(2) of this regulation, a community college shall accept for reverse transfer any credits that an individual earned at a public senior institution up to 45 credits. Credits in excess of 45 credits may be accepted in accordance with the community college's policy.

(2) To be eligible for the transfer of credit under §E(1) of this regulation, a student shall have completed at least 15 credits at the community college to which the credits are transferred.

(3) Community colleges and public senior institutions shall develop a process to identify students eligible for reverse transfer at no cost to the student.

#### F. Transfer of General Education Credit

(1) A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

### Proposed Changes Pertaining to Articulation Agreements and Degree Programs

(2) A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

(3) Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

(4) A Maryland community college shall accept 28—36 credits of general education as specified in Regulation .03(C) of this chapter as completion of the general education requirements at the community college, without further review or the need for a course-by-course match.

(5) The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

(6) Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10—18 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

(7) Each public institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

(8) Associate's Degrees.

(a) While there may be variance in the numbers of hours of general education required for associate's degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(b) A student possessing an associate's degree who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 credits.

(9) Student Responsibilities. A student is held:

(a) Accountable for the loss of credits that:

(i) Result from changes in the student's selection of the major program of study;

(ii) Were earned for remedial course work; or

(iii) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(b) Responsible for meeting all requirements of the academic program of the receiving institution.



**Larry Hogan**  
Governor

**Boyd K. Rutherford**  
Lt. Governor

**Anwer Hasan**  
Chairperson

**James D. Fielder, Jr., Ph. D.**  
Secretary

## Maryland Higher Education Commission 2019 Meeting Dates

The Maryland Higher Education Commission (MHEC) is Maryland’s higher education coordinating board responsible for the management of statewide financial aid programs and the establishment of statewide policies for public and private colleges and career schools to support students’ postsecondary pursuits.

### Meeting Dates and Locations

January 23, 2019	June 26, 2019
February 27, 2019	September 25, 2019 9:30am to 3:30pm
March 27, 2019	October 23, 2019
April 24, 2019	November 20, 2019 *Please note date change*
May 22, 2019	December 11, 2019 *Please note date change*

**All Commission Meetings will be held on the 4<sup>th</sup> Wednesday of Each Month from 1:00pm to 4:00pm at the Maryland Higher Education Commission in the 7<sup>th</sup> Floor Board Room located at 6 N. Liberty Street, Baltimore, MD 21201 unless otherwise noted.**

**Dates and Times Subject to Change**

<http://www.mhec.maryland.gov/About/Pages/Meetings.aspx>