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MEMORANDUM

DATE: February 23, 2022

TO: Maryland Higher Education Commissioners

FROM: Emily A. A. Dow, Ph.D., Assistant Secretary for Academic Affairs

SUBJECT: Draft New COMAR Regulations and Amendments to COMAR –
Transferring between Public Institutions of Higher Education

Background

In 2021, the Maryland General Assembly passed the Transfer with Success Act (HB460/SB886), which amended § 11-207 of the Education Article, Annotated Code of Maryland. This legislation created a new requirement for public institutions to jointly review credits or courses that are denied when a student transfers from one public institution to another. Additionally, the legislation created a new annual reporting requirement: institutions are now obligated to submit to the Commission a report listing all denials over the course of each year, including the reasons for each denial.

MHEC convened a workgroup of various stakeholders that started in the summer of 2021 and worked continuously to review and rewrite transfer regulations to create a process for institutions to comply with the new statutory requirements. (A list of workgroup members and a list of other stakeholders that were consulted is attached to this memo).

In the course of discussion regarding the Transfer with Success Act, it became apparent that MHEC's existing regulations regarding transfer were in need of significant changes. Accordingly, over the course of the last six months, draft new regulations have been crafted to revise and replace the existing regulations. These draft regulations reflect several additional changes in an effort to fully support transfer students and clarify statewide processes and expectations.

Highlights of Draft Regulations

The draft regulations reflect new requirements to implement the Transfer with Success Act. The requirements regarding the denial of credit can be found in new regulation 13B.06.02.14, *Evaluation and Review Process for Transfer of Courses and Credits*, in the attached draft regulations.

The draft regulations reflect a significant reorganization of the existing regulations, using language that is clear and direct. The draft new regulations were written and organized to ensure that students and college/university staff could more easily understand the requirements governing the transfer process. For example, the draft regulations separate the requirements for general education from issues relating to transfer. Additionally, the draft regulations move some language regarding the development of articulation agreements to the regulations for the MHEC program review process. Also, the draft regulations clearly differentiate between the standards for transfer of general education courses, individual major and elective courses, and credit for prior learning.

The draft regulations reflect substantive changes to standardize transfer standards and processes. Most notably, the workgroup established a standard for evaluating whether a particular course may be transferred between institutions: when at least 70% of the learning outcomes of the two courses are equivalent, a course cannot be denied for transfer. This is a significant addition to the regulations as it creates a statewide standard to identify course equivalencies.

This new equivalency standard led to a necessary clarification of the distinction between the terms “course” and “credit” as they relate to transfer. Generally, the terms are used interchangeably. However, student transfer is better predicated on the successful completion of specific coursework and the assessment of student learning outcomes, rather than simply the transfer of credits. The focus on the transfer of coursework, as opposed to credits, assists prospective transfer students in degree planning and course registration and facilitates the creation of institutional transfer agreements.

Additionally, new definitions were added for three specific types of articulation agreements regarding the general transfer of courses (Course Transfer Agreement), the transfer of courses specific to an academic program (Program Transfer Agreement), and the awarding of credit for prior learning (Prior Learning Transfer Agreement), to facilitate the development of articulation agreements between institutions.

The draft regulations reflect additional minor but substantive changes. In discussions with the workgroup and in the course of drafting, it became clear that specific terms were outdated. For example, the draft regulations remove references to “recommended transfer programs” and replace that language with references to “articulation agreements” or “Program Transfer Agreements.” Similarly, the draft regulations replace the term “native student” with the term “non-transfer student.” The draft regulations reflect additional language changes that either provide clarification or better reflect the current landscape of higher education.

Next Steps

Guidance for institutions. We have begun drafting a guidance document regarding the new draft regulations, including the new requirements regarding denial of credit.

We have also begun the work on developing guidance regarding the annual data collection. There will need to be ongoing coordination from Commission staff to ensure a consistent statewide collection. At this time, we are considering a pilot collection year (e.g., an aggregate collection) with the intent to have a student-level collection when fully implemented. A student-level collection will allow the Commission (and institutions) to evaluate long-term outcomes regarding the transfer of credits and courses and will have the potential to evaluate equitable transfer practices between institutions.

Implementation. While these draft regulations reflect more coherent standards and processes regarding the transfer of courses and credits, implementing the Transfer with Success Act and these regulations will likely be a significant lift for our public institutions (both in terms of human resources and infrastructure for data collections).

New legislation. The General Assembly is currently debating three additional bills related to transfer:

- the Transfer with Success Act 2.0 (HB598/SB540) regarding the establishment of a statewide transfer platform,
- HB966 regarding statewide standards for credit for prior learning, and
- the Maryland Articulation and Transfer Act (SB620) which would established a workgroup to study articulation agreements and transfer procedures, identify obstacles transfer students encounter, and make recommendations.

Review of Draft

Given the extent of these changes, the input of the public and various stakeholders is crucial. We intend to review this draft with workgroup members and others one more time to garner stakeholder input. The Commission's Education Policy Committee will meet on March 14, 2022, to discuss the draft new regulations in further detail. Additionally, written comments may be sent to Dr. Emily Dow, Assistant Secretary for Academic Affairs, at emily.dow@maryland.gov, until March 11, 2022.

Attached for consideration are two documents:

1. A full, annotated version of the draft, showing the 15 new regulations, amendments to 6 existing regulations, and the text of the 8 existing regulations regarding transfer that are being repealed and replaced with the new regulations; and
2. For ease of reading, an unannotated draft of the 15 new regulations alone.

It is intended that proposed regulations will be finalized and presented to the Commission for approval at the March 23, 2022, Commission Meeting.

RECOMMENDATION: This item is for information only.

Workgroup Members

Jeffrey J. Byrd, Ph.D.	Interim Vice President for Academic Affairs, St. Mary's College of Maryland
Antoinette Coleman, Ph.D.	Associate Vice Chancellor for Academic Affairs, University System of Maryland
Katie Grocki, M.A.	Campus Registrar-Germantown, Montgomery College (MOCCRAO President)
Rosalie Mince, Ph.D.	Provost, Carroll Community College (M4CAO President)
Brad Phillips, Ed.D.	Executive Director, Maryland Association of Community Colleges
Angela R. Sherman, Ph.D.	Vice President for Academic Affairs, Maryland Independent College and University Association
Rhonda Shields, M.S.	Associate Registrar, Morgan State University

Workgroup Meeting Dates

August 17, 2021
September 9, 2021
October 18, 2021
November 4, 2021
November 23, 2021
December 9, 2021
January 10, 2022
March 3, 2022

Additional Meetings/Presentations Regarding Transfer Regulations

September 15, 2021	Maryland Organization of Community College Registrars and Admissions Officers Meeting
October 15, 2021	Special Meeting of the MHEC Faculty Advisory Council
October 22, 2021	Maryland Association of Community Colleges President's Meeting
October 26, 2021	University System of Maryland Provost's Meeting

Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 02 ACADEMIC REGULATIONS

Chapter 03 Academic Programs — Degree-Granting Institutions

Authority: Education Article, Titles 11 and 16, Annotated Code of Maryland

.02 Definitions.

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

B. Terms Defined.

(1) (text unchanged)

~~(1-1) (2) “Articulation agreement” means a signed written agreement between institutions of higher education regarding the transfer of academic credits from one institution to the other has the meaning stated in COMAR 13B.06.02.02.~~

~~(2) “Articulation system (ARTSYS)” means a computerized data information system created to facilitate the transfer of students from Maryland community colleges to the University System of Maryland and other participating institutions.~~

(3)–(21) (text unchanged)

~~(22) “Program” means a course of study requiring the completion of a specified number of semester credit hours from among a prescribed group of courses that leads to a formal award structured and coherent course of study with clearly defined objectives and intended student learning outcomes, requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to the award of a certificate or degree.~~

(23)–(24) (text unchanged)

~~(25) “Recommended transfer program (RTP)” means a program including both general education and courses in a major, taken at a community college, that is:~~

~~(a) Applicable to a bachelor’s degree at a 4 year institution; and~~

~~(b) Ordinarily the first two years of the bachelor’s degree.~~

~~(25-1) (25) –(30) (text unchanged)~~

Commented [SK1]: Due to amendments below, this term is no longer used in this chapter.

Commented [SK2]: Definition has been replaced with the definition from COMAR 13B.02.02.03 (Minimum Requirements for In-State Degree-Granting Institutions).

Commented [SK3]: Due to amendments below, this term is no longer used in this chapter.

.06 Criteria for Program Review.

A program proposal shall address the following areas:

A. Centrality to mission and planning priorities, relationship to the program emphasis as outlined in the mission statements, and an institutional priority for program development;

B. Critical and compelling regional or Statewide need as identified in the State Plan;

C. Quantifiable and reliable evidence and documentation of market supply and demand in the region and service area;

D. Reasonableness of program duplication, if any;

E. Relevance to the implementation or maintenance of high-demand programs at HBIs;

F. Relevance to the support of the uniqueness and institutional identities and missions of HBIs;

G. Adequacy of curriculum design, program modality, and delivery to related learning outcomes, consistent with Regulation .10 of this chapter;

H. ~~Adequacy~~ For public institutions, Adequacy of articulation and transfer planning, consistent with Regulation .19 of this chapter;

I. Adequacy of faculty resources, consistent with Regulation .11 of this chapter;

J. Adequacy of library resources, consistent with Regulation .12 of this chapter;

K. Adequacy of physical facilities, infrastructure, and instructional equipment, consistent with Regulation .13 of this chapter;

L. Adequacy of financial resources with documentation, consistent with Regulation .14 of this chapter;

M. Adequacy of provisions for evaluation of program, consistent with Regulation .15 of this chapter;

N. Consistency with the Commission's minority student achievement goals;

O. Relationship to low productivity programs identified by the Commission; and

P. Adequacy of distance education programs under Regulation .22 of this chapter.

.19 Parallel Programs and Recommended Transfer Programs.

Commented [SK4]: Replaced with new Regulation .19 to align with new transfer regulations.

A. Community colleges and public 4-year institutions of higher education may have parallel programs that have comparable objectives. For example, a transfer program in psychology in a community college is considered a parallel program to a bachelor's program in psychology at a public 4-year institution of higher education.

B. If a parallel program exists at a community college and a public 4-year institution, the public 4-year institution's program proposal shall provide evidence that:

(1) The recommended transfer program (RTP) is developed and will be disseminated in cooperation with the community college; and

(2) The RTPs are available to students through ARTSYS or in written form.

C. A recommended transfer program (RTP) shall consist of a program that includes both general education and courses in the undergraduate major, taken at a community college, that are:

(1) Applicable to a bachelor's degree at a public 4-year institution; and

(2) Ordinarily the first 2 years of the bachelor's degree.

D. In order to foster articulation with K—12, community colleges shall also identify parallel curricula to secondary schools:

.19 Public Institutions – Transfer and Articulation.

A. Prior to Submission.

(1) Before submitting a proposal for a new bachelor’s degree program that could affect students transferring from a community college, a public senior higher education institution shall notify all community colleges of the proposed program and proposed implementation date.

(2) Before submitting a proposal for a substantial modification to an existing bachelor’s degree program that could affect students transferring to or from a public senior higher education institution, a community college shall notify all community colleges of the proposed changes and proposed implementation date.

(3) Before submitting a proposal for a substantial modification to an existing associate’s degree program that could affect students transferring to or from a public senior higher education institution, a community college shall notify all public senior higher education institutions of the proposed changes and proposed implementation date.

B. Contents of Proposal.

(1) A proposal for a new bachelor’s degree program at a public senior higher education institution shall include:

- (a) A proposed articulation agreement with at least one community college; or
- (b) Justification for why an articulation agreement is not feasible or applicable.

(2) A proposal for a substantial modification to an existing bachelor’s degree program at a public senior higher education institution shall include:

- (a) For a program that has an existing articulation agreement with at least one community college:
 - (i) Proposed modifications to all existing articulation agreements; or
 - (ii) Justification for why revising existing articulation agreements is not feasible or applicable; or
- (b) For a program without any existing articulation agreement:
 - (i) A proposed articulation agreement with at least one community college; or
 - (ii) Justification for why an articulation agreement is not feasible or applicable.

(3) A proposal for a substantial modification to an existing associate’s degree program at a community college shall include:

- (a) For a program that has an existing articulation agreement with at least one public senior higher education institution:
 - (i) Proposed modifications to all existing articulation agreements; or
 - (ii) Justification for why revising existing articulation agreements is not feasible or applicable; or
- (b) For a program without existing articulation agreements:

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(i) A proposed articulation agreement with at least one public senior higher education institution; or

(ii) Justification for why an articulation agreement is not feasible or applicable.

C. After Approval. After a new program or substantial modification is approved by the Commission:

(1) Any new or revised articulation agreement shall be finalized and signed, pursuant to COMAR 13B.06.02.13, within 60 days of the approval; and

(2) The institution shall provide the curriculum and any articulation agreement(s) to all other public institutions within 90 days of the approval.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 06 GENERAL EDUCATION AND TRANSFER

Chapter 01 **General Education Requirements for Public Institutions of Higher Education**

Authority: Education Article, §§11-105(u) ~~and 11-207~~ and Title 11, Subtitle 2, Annotated Code of Maryland

.01 Scope and Applicability.

Commented [SK5]: Deleted redundant term.

This chapter applies only to public institutions of higher education.

.02 Definitions.

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

B. Terms Defined.

(1) "A.A. degree" means the Associate of Arts degree.

~~(2) "A.A.S. degree" means the Associate of Applied Sciences degree.~~

~~(3) "A.A.T. degree" means the Associate of Arts in Teaching degree.~~

~~(4) "A.F.A. degree" means the Associate of Fine Arts degree.~~

Commented [SK6]: Not in use in this chapter.

~~(5) (2) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice.~~

~~(6) (3) "A.S. degree" means the Associate of Sciences degree.~~

~~(7) "A.S.E. degree" means the Associate of Science in Engineering degree.~~

Commented [SK7]: Not in use in this chapter.

~~(8) "Associate's degree" includes an:~~

~~(a) A.A. degree;~~

~~(b) A.S. degree;~~

~~(c) A.A.S. degree;~~

~~(d) A.A.T. degree;~~

~~(e) A.F.A. degree; and~~

~~(f) A.S.E degree.~~

Commented [SK8]: Definition is no longer relevant to this chapter.

(9) (4) “Biological and physical sciences” means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

~~(10) “Cumulative grade point average.”~~

Commented [SK9]: Moved to 06.02.

(11) (5) “English composition courses” means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

~~(12) “First-time student.”~~

~~(13) “First-time student with advanced standing.”~~

Commented [SK10]: Moved to 06.02.

(14) (6) “General education” means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

(15) (7) “General education program” means a program that is designed to:

(a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;

(b) Encourage the pursuit of life-long learning; and

(c) Foster the development of educated members of the community and the world.

(16) (8) “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.

(17) (9) “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

~~(18) “Native student.”~~

~~(19) “Parallel program.”~~

~~(20) “Receiving institution.”~~

~~(21) “Recommended transfer program.”~~

~~(22) “Reverse transfer.”~~

~~(23) “Sending institution.”~~

Commented [SK11]: Moved to 06.02.

(24) (10) “Social and behavioral sciences” means courses that are concerned with the examination of society and the relationships among individuals within a society.

~~(25) “Transfer student.”~~

Commented [SK12]: Moved to 06.02.

.03 General Education Requirements for Public Institutions.

~~A.~~ While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall:

Commented [SK13]: §§A and B reorganized for clarity, with minor language revisions.

(1) Incorporate course work in each of the following core areas, at a minimum:

~~(a) Arts and humanities,~~

~~(b) Social and behavioral sciences,~~

~~(c) Biological and physical sciences,~~

~~(d) Mathematics, and~~

~~(e) English composition; or~~

(2) ~~conform~~ Conform to the definitions and common standards in this chapter, and

(3) ~~incorporate~~ Incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education Standards for Accreditation. ~~No later than August 1, 2017, a~~

Commented [SK14]: Deleted obsolete date reference.

~~B. A~~ public institution shall ~~satisfy the general education requirement by~~ require each:

(1) ~~Requiring each program~~ Program leading to the A.A. or A.S. degree to include ~~not less than at least 28, and but~~ not more than 36, ~~semester credit hours of general education courses,~~

Commented [SK15]: All references to "semester hours" in this chapter and 06.02 have been updated to "credit hours."

(2) ~~Associate's degree program that does not lead an A.A. or A.S. degree to include at least 18, but not more than 36, credit hours of general education courses; and~~

Commented [SK16]: This provision is a revised version of the former §E below.

(3) ~~each baccalaureate Bachelor's degree program to include not less than at least 38, but and~~ not more than ~~46~~ 48, ~~semester credit hours of required core general education courses, with the core requiring, at a minimum, course work in each of the following five areas:~~

Commented [SK17]: Credit limit has been raised based on the former §L below.

~~(a) Arts and humanities,~~

~~(b) Social and behavioral sciences,~~

~~(c) Biological and physical sciences,~~

~~(d) Mathematics, and~~

~~(e) English composition; or~~

(2) ~~Conforming with COMAR 13B.02.02.16D(2)(b) — (e),~~

Commented [SK18]: Deleted unnecessary cross reference.

~~B. C.~~ Each ~~core~~ course used to satisfy the ~~distribution credit~~ requirements of ~~§A(1) §B~~ of this regulation shall carry at least 3 ~~semester credit~~ hours.

~~C. D.~~ General education programs ~~within the A.A. or A.S. degree or the bachelor's degree at~~ of public institutions shall require at least:

- (1) Two courses in arts and humanities;
- (2) Two courses in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study); and
- (5) One course in English composition, completed with a grade of C- or better.

~~D.~~ E. Institution-Specific Requirements.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester credit hours in course work outside the five areas. These courses may be integrated into other general education courses or may be presented as separate courses. Examples include, but are not limited to, Health, Diversity, and Computer Literacy.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

~~E. General education programs leading to the A.A.S. degree shall include at least 18 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.~~

Commented [SK19]: Text has been moved to §B for clarity.

F.—K. (text unchanged)

~~L. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.~~

Commented [SK20]: Due to changes above, this provision is no longer necessary.

~~M. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.~~

Commented [SK21]: Superfluous text deleted.

~~N. Each public institution shall designate on the student transcript those courses that have met a general education requirement, including the specific core area or requirement in this regulation it has fulfilled.~~

Commented [SK22]: Provision has been added to facilitate transfer of general education courses.

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~~.02-1 Admission of Transfer Students and First-Time Students with Advanced Standing.~~

~~.04 Transfer of Education Program Credit.~~

~~.05 Academic Success and General Well-Being of Transfer Students.~~

~~.06 Programmatic Currency.~~

~~.07 Transfer Mediation Committee.~~

~~.08 Appeal Process.~~

~~.09 Periodic Review.~~

Commented [SK23]: Moved to 06.02 for revision.

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Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 06 GENERAL EDUCATION AND TRANSFER

**Chapter 02 Requirements for Articulation Agreements Transfer Students and
Transfer of Courses and Credits**

Authority: Education Article, §§11-105 and 11-207, Annotated Code of Maryland

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.12 Establishment of Transferability

.13 Program Transfer Agreements

.14 Evaluation and Review Process for Transfer of Courses and Credits

Commented [SK24]: All regulations in this chapter are new. Provisions from existing regulations have been integrated as relevant.

.01 Purpose and Scope.

A. This chapter sets forth requirements for institutions of higher education in the State for:

- (1) Admission of transfer students to public institutions;
- (2) The transfer of courses and awarding of credit for transferred courses; and
- (3) Collaboration and communication between institutions on issues relating to transfer.

B. This chapter is intended to:

- (1) Maximize the transferability of courses to:
 - (a) Support timely completion of academic programs by transfer students;
 - (b) Minimize the need for transfer students to repeat coursework completed at a previous institution; and
 - (c) Limit the financial burden on transfer students;
- (2) Foster collaboration and communication between institutions regarding proposed academic program changes that could impact the efficacy of transferring courses and credits;
- (3) Establish a process and timeline for institutional review of a denial of a course or credit transfer; and
- (4) Make public and easily accessible all policies and procedures regarding transfer students and the transfer of courses and credits.

C. Except for Regulations .02 and .13 of this chapter, this chapter applies only to public institutions of higher education.

.02 Definitions.

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

B. Terms Defined.

(1) Academic Credit.

(a) "Academic credit" or "credit" means the certification by the Registrar of a student's successful completion of a course leading to a formal award granted by an institution of higher education.

Commented [SK25]: Revised version of definition in 13B.02.02.03.

(b) "Academic credit" or "credit" does not include credit awarded for remedial education.

(2) "Articulation agreement" means a written agreement for the awarding of credit by an institution of higher education for the completion of coursework or prior learning at another institution or entity.

Commented [SK26]: New definition.

(3) "Credit for prior learning" means credit granted to a student from an institution of higher education for experiential learning or a nationally recognized standardized examination that has been assessed by the institution to be the equivalent of learning gained through formal collegiate instruction.

Commented [SK27]: Revised version of definition in 13B.02.02.03.

(4) "Commission" means the Maryland Higher Education Commission.

(5) "Course" means a collection of lessons that is intended to meet specific learning outcomes and is measured in academic credits.

Commented [SK28]: New definition.

(6) "Course Transfer Agreement" means an articulation agreement regarding the award of credit by a receiving institution for courses completed at the sending institution that are not specific to the completion of an academic program at the receiving institution.

Commented [SK29]: New term.

(7) "Cumulative grade point average" means the average of grades received for completed coursework at all institutions attended.

(8) "First-time student" means a student who:

(a) Has earned a high school diploma or equivalent; and

(b) Has not earned any college credit from an institution of higher education subsequent to earning the high school diploma or equivalent.

Commented [SK30]: Moved from 06.01 without changes.

(9) "First-time student with advanced standing" means a first-time undergraduate student who earned college credit from an institution of higher education prior to earning a high school diploma or equivalent.

Commented [SK31]: Moved from 06.01 with minor change.

(10) General Admission.

(a) "General admission" means admission to enroll as an undergraduate student at an institution of higher education.

(b) "General admission" does not include admission to a specific degree or certificate program.

(11) "General education requirement" means an institutional requirement under COMAR 13B.06.01.03.

(12) “Institution of higher education” has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(13) “Institution of postsecondary education” has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(14) “Learning objective” means a description of the knowledge, skills, competencies, or expertise that a student is expected to obtain, exhibit, or meet upon the successful completion of a specific course or program.

(15) “Native Non-transfer student” means an undergraduate student whose who attends the same institution of higher education at which they initially enrolled initial college enrollment was at a given institution of higher education and who has not transferred to enrolled in a course of study at another institution of higher education since that initial enrollment.

(16) “Prior Learning Transfer Agreement” means an articulation agreement for a receiving institution to award academic credit for demonstrated proficiency, a satisfactory score on a specific assessment, applied experience, or other learning experience completed at an institution of postsecondary education or other entity.

(17) “Program” or “academic program” means a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, leading to the award of a certificate or degree, that requires the completion of a specified number of course credits from among a prescribed group of general education, elective, and discipline-specific courses.

(18) “Program Transfer Agreement” means an articulation agreement between a receiving institution and a sending institution that sets forth the course and other degree requirements within a single bachelor’s degree program offered by the receiving institution that may be completed at the sending institution.

(XX) “Parallel program” means the program of study or courses at one institution of higher education that has parallel courses and comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

(19) “Receiving institution” means the institution of higher education to which a student desires to transfer courses and credits.

(XX) “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first half of the baccalaureate degree.

(XX) “Reverse transfer” means a process whereby credits that a student earns at any public senior higher education institution in the State toward a bachelor’s degree are transferrable to any community college in the State for credit toward an associate’s degree.

(20) “Secretary” means the Secretary of Higher Education.

(21) “Sending institution” means the institution of higher education of most recent previous enrollment by a student at which applicable academic credit was earned.

(22) “Transfer student” means an undergraduate student entering an institution for the first time having successfully completed a minimum of 12 semester hours at least one course at another institution of higher education after earning a high school diploma or equivalent that are applicable for credit at the institution the student is entering enrolling in.

Commented [SK32]: New definition.

Commented [SK33]: Moved from 06.01 and revised.

Commented [SK34]: All references to “native students” have been replaced with “non-transfer students”.

Commented [SK35]: New term.

Commented [SK36]: Revised version of definition in 13B.02.02.03.

Commented [SK37]: New term.

Commented [SK38]: Term appeared in 06.01 but is no longer being used.

Commented [SK39]: Moved from 06.01 with minor changes.

Commented [SK40]: Terms appeared in 06.01 but are no longer being used.

Commented [SK41]: Moved from 06.01 with minor change.

Commented [SK42]: Moved from 06.01 and revised.

.03 Institutional Policies and Responsibilities.

A. An institution shall establish written policies and procedures for transfer between public institutions that are consistent with this chapter.

B. The policies and procedures established under §A of this regulation should address, at a minimum:

- (1) Information sharing and communication between institutions;
- (2) Availability of information to students and the public;
- (3) Admission of transfer students to the institution;
- (4) Admission of transfer students into specific academic programs;
- (5) Number of credits that may transfer and the application of credits to program requirements;
- (6) Transfer of general education courses and credits;
- (7) Processes and standards for the evaluation of individual course equivalencies and credit for prior learning;
- (8) Processes for the establishment of course transferability, including, but not limited to, Program Transfer Agreements and other articulation agreements;
- (9) Process for individual students to request credit and course transfer; and
- (10) The roles of the institutional transfer coordinator and other faculty and staff.

C. All policies and procedures established under this chapter shall ensure:

- (1) Equitable treatment of non-transfer students, first-time students with advanced standing, and transfer students;
- (2) That the evaluation of courses and credits for transfer maximizes the amount of credit awarded to a student;
- (3) That students are not required to repeat equivalent coursework successfully completed at a sending institution; and
- (4) That all information regarding transfer is available to other institutions, students, and the public.

D. Transfer Coordinators.

- (1) An institution of higher education shall designate at least one transfer coordinator, who:
 - (a) Serves as a resource person to students seeking to transfer courses and credits;
 - (b) Is responsible for coordinating the application of the policies and procedures established under §A of this regulation; and

Commented [SK43]: Based on provision from former Regulation .06C.

Commented [SK44]: Former Regulation .09B, with revisions.

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(c) Is responsible for overseeing the process in Regulation .14 of this chapter for the evaluation of student transfer requests.

(2) A transfer coordinator is not responsible for evaluating individual course equivalencies or credit for prior learning under Regulations .10 and .11 of this chapter.

~~.06 Programmatic Currency~~

~~A. Maryland public institutions shall collaborate to develop and provide to students current and accurate information on transferable programs and courses.~~

~~B. Upon approval of new baccalaureate programs, recommended transfer programs shall be developed with each community college.~~

~~C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.~~

Commented [SK45]: This regulation has been replaced with new Regulation .04 below and expanded upon in new Regulation 02.03.19 above.

.04 Coordination Between Institutions and Segments

A. Information for Students and the Public. Institutions shall collaborate to develop and provide to students and the public current, accurate, and consistent information on transfer that is consistent with this chapter.

B. Changes to Curriculum.

(1) When considering any curricular change, including non-substantial modifications to existing programs and changes to individual courses, an institution shall, at the earliest possible time, discuss any changes that might affect transfer students with all applicable public institutions.

(2) For curricular changes that are substantial modifications under COMAR 13B.02.03 and for new programs, an institution shall:

(a) Follow the procedures set forth in COMAR 13B.02.03.19; and

(b) Within 60 days of approval by the Commission, update all relevant student information.

(3) After making non-substantial modifications to existing programs, changes to individual courses, or other curricular changes that do not require Commission approval, institutions shall, within 60 days of the change:

(a) Update all transfer agreements affected by the change;

(b) Provide notification of the curricular change to any other applicable institutions of higher education;
and

(c) Update all relevant student information.

C. Establishment of Transferability. Institutions shall collaborate to establish transferability of courses and credits by entering into Program Transfer Agreements, Course Transfer Agreements, or Prior Learning Transfer Agreements whenever possible.

D. Uniform Policies. Institutions and Segments shall coordinate to create uniform policies and procedures when practicable.

E. Student Transfer Advisory Committee. The Secretary shall convene a permanent Student Transfer Advisory Committee that meets regularly to review and provide recommendations on issues relating to student transfer and any matters referred by the Secretary.

Commented [SK46]: Revised version of former Regulation .09C.

~~.05 Academic Success and General Well-Being of Transfer Students.~~

~~A. Sending Institutions.~~

~~(1) Community colleges shall encourage their students to complete the associate degree in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.~~

~~(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.~~

~~(3) The sending institution shall:~~

~~(a) Provide to community college students information about the specific transferability of courses and programs to 4-year colleges;~~

~~(b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and~~

~~(c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.~~

~~B. Receiving Institutions.~~

~~(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.~~

~~(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.~~

~~(3) A receiving institution shall evaluate the transcript or transcripts of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results within 20 working days of the receipt of all official transcripts. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.~~

~~(4) A transfer student shall be provided the same opportunity as a native student to pursue the program and degree requirements that were in effect at the time that the student enrolled at the sending institution provided they have been continuously enrolled and otherwise meet the same requirements of the native student.~~

Commented [SK47]: With the exceptions below, this regulation has been replaced with new Regulation .05.

Commented [SK48]: This provision has been replaced by new Regulation .14.

Commented [SK49]: The material in this provision has been moved to Regulation .13.

.05 Information for Students.

A. All Institutions.

(1) An institution shall ensure that all transfer agreements and all information pertaining to transfer students and the transfer of courses and credits are:

- (a) Written in language that is clear and explicit;
- (b) Comprehensive, accurate, and regularly updated; and
- (c) Available to prospective transfer students in course catalogs and other publicly accessible sources.

(2) Student information should include, at a minimum:

- (a) Admissions requirements for transfer students at public senior higher education institutions;
- (b) Curriculum prerequisites at receiving institutions;
- (c) Information about Program Transfer Agreements;
- (d) Information about other transfer agreements and sources of established course and credit transferability;
- (e) Transferability of general education courses;
- (f) Transferability of individual courses;
- (g) Credit transfer limits; and
- (h) The credit transfer process, including:
 - (i) How to make a transfer evaluation request; and
 - (ii) The standards that are used to determine course and credit equivalency.

(3) Institutions shall promptly inform students of changes to admissions requirements, academic program requirements, or any of the other information above.

B. Community Colleges.

(1) Community colleges shall encourage their students to:

- (a) As early as possible, select the institution and academic program into which they desire to transfer;
- and
- (b) Complete an associate's degree prior to transferring to a public senior higher education institution.

(2) Community colleges shall notify students that:

Commented [SK50]: This provision is based on former Regulation .04F(9), with revisions.

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(a) Students are accountable for the loss of credits resulting from changes to the student's academic program; and

(b) Credits earned for remedial course work are not transferable.

~~.02-1 Admission of Transfer Students and First-Time Students with Advanced Standing.~~

~~A. Admission to Public Institutions.~~

~~(1) Subject to §B of this regulation, a student attending a public institution who has completed an associate's degree or who has completed 60 or more semester hours of credit may not be denied direct transfer to another public institution if the student attained a cumulative grade-point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution, except as provided in §A(4) of this regulation.~~

~~(2) Subject to §B of this regulation, a student attending a public institution who has not completed an associate's degree or who has completed fewer than 60 semester hours of credit is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:~~

~~(a) Satisfied the same admission criteria as a native student at the receiving public institution; and~~

~~(b) Attained a cumulative grade-point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.~~

~~(3) Subject to §B of this regulation, a student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.~~

~~(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:~~

~~(a) Based on criteria developed and published by the receiving public institution on the institution's website; and~~

~~(b) Made to provide fair and equal treatment for native students, transfer students, and first-time students with advanced standing.~~

~~B. Admission to Programs.~~

~~(1) A receiving public institution may require additional program admission requirements to some programs if the standards and criteria for admission to the program:~~

~~(a) Are developed and published by the receiving public institution; and~~

~~(b) Maintain fair and equal treatment for native students, transfer students, and first-time students with advanced standing.~~

~~(2) 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 a receiving public institution granting the baccalaureate degree.~~

~~C. Receiving Institution Program Responsibility.~~

~~(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.~~

Commented [SK51]: This provision has been moved to new Regulation .06 and revised.

Commented [SK52]: This provision has been moved to new Regulation .06 and revised.

Commented [SK53]: These provisions are already adequately addressed in other new regulations in this chapter.

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~~(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.~~

~~(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.~~

~~(4) A receiving public institution shall ensure that any changes to program standards and criteria for admission and the transfer of credits:~~

~~(a) Maintain the fair and equal treatment of native students, transfer students, and first-time students with advanced standing; and~~

~~(b) Are communicated in a timely manner.~~

.06 Admission of Transfer Students.

A. General Admission to Public Institutions.

(1) General admission of a transfer student to an institution under §A of this regulation does not guarantee admission into a specific degree or certificate program at that institution.

(2) Except as provided in §A(4) of this regulation, a student attending a public institution may not be denied general admission to another public institution if the student:

(a) Has completed an associate's degree or at least 60 credit hours; and

(b) Attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.

(3) A student attending a public institution who has not completed an associate's degree or at least 60 credit hours is eligible for general admission to another public institution if the student:

(a) Satisfies the same admission criteria as a non-transfer student at the receiving public institution; and

(b) Attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions for transfer students shall:

(a) Be based on criteria developed by the receiving institution that is publicly available and easily accessible on the institution's website; and

(b) Maintain fair and equitable treatment for non-transfer students, transfer students, and first-time students with advanced standing.

B. Admission to Specific Academic Programs.

(1) A receiving public institution may require additional admission requirements to a specific degree or certificate program.

(2) The standards for admission to the program shall:

(a) Be based on criteria developed by the receiving public institution that is publicly available and easily accessible on the institution's website; and

(b) Maintain fair and equitable treatment for non-transfer students, transfer students, and first-time students with advanced standing.

~~.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 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.~~

~~(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 any student shall be determined according to the same standards that apply to native students in the receiving institution and 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:~~

- ~~(a) Technical courses from career programs;~~

Commented [SK54]: This provision has been replaced by new Regulations .07 and .10.

Commented [SK55]: This provision has moved to new Regulation .08 and revised.

Commented [SK56]: This provision has moved to new Regulation .11 and revised.

~~(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.~~

~~(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.~~

Commented [SK57]: This provision has been replaced by new Regulations .12 and .13.

Commented [SK58]: This provision has been moved to new Regulation .08 and revised.

Commented [SK59]: This provision has been moved to new Regulation .09 and revised.

~~(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:~~

Commented [SK60]: Unnecessary provision deleted.

~~(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:~~

Commented [SK61]: This provision has moved to new Regulation .05 and revised.

~~(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.~~

.07 Transfer of Courses and Credits Generally.

A. A receiving institution shall accept for transfer and award credit for a course or credit completed at a sending institution if:

(1) The course is transferable under §B of this regulation; and

(2) The acceptance of and awarding of credit for the completed course or credit is consistent with the requirements of this chapter.

B. Transferability.

(1) General education courses required under COMAR 13B.06.01 are transferable as set forth in Regulation .09 of this chapter.

(2) An individual course that is not being applied toward a general education requirement is transferable if:

(a) The course is deemed equivalent to a course at the receiving institution under the standards set forth in Regulation .10 of this chapter; or

(b) The course is part of a Program Transfer Agreement.

(3) Credit for prior learning is transferable if deemed equivalent using the standards set forth in Regulation .11 of this chapter.

(4) Establishment of Transferability by Institutions.

(a) Whenever practicable, the transferability of courses or credits shall be established via Program Transfer Agreement or other mechanism consistent with Regulation .12 of this chapter.

(b) Documents establishing course equivalencies and course and credit transferability shall be publicly available and easily accessible for students and the public.

C. Awarding of Credit toward Academic Program Requirements.

(1) A receiving institution's award of credit for a transferred course or credit may be applied toward any academic program requirement at the receiving institution, regardless of the program requirement that the course fulfilled at the sending institution.

(2) The award of credit for a transferred course or credit may be applied toward multiple program requirements at the receiving institution consistent with the institution's policies for non-transfer students.

.08 Number of Credits Accepted for Transfer.

A. Required Award of Credit by Public Senior Higher Education Institution for Courses Completed at Community College.

(1) Except as provided in §A(2) of this regulation and subject to §C of this regulation, a public senior higher education institution in the State shall accept for transfer at least 60, but not more than 70, credits that were earned toward an associate's degree at any community college in the State.

(2) A Program Transfer Agreement between a community college and a public senior higher education institution may allow for the transfer of more than 70 credits earned at the community college.

B. Required Award of Credit by Community College for Courses Completed at Public Senior Higher Education Institution.

(1) Subject to §C of this regulation, a community college shall accept for transfer at least 45 credits that were earned at any public senior higher education institution in the State.

(2) A student may transfer credit under §B(1) of this regulation without enrolling in the community college if:

(a) The student earned at least 15 credits at the community college prior to attending the public senior higher education institution from which they desire to transfer credit; and

(b) The transfer of the credits will satisfy all remaining requirements to receive an associate's degree from the community college.

C. Awarding and Application of Credit by Receiving Institution. An institution accepting the transfer of completed courses and credits under §§A or B of this regulation shall award credit for those courses and apply the awarded credit toward academic program requirements as follows.

(1) For any course determined to be equivalent to a course at the receiving institution under this chapter, credit shall be awarded for the equivalent course.

(2) Credit awarded for an equivalent course shall be applied toward any general education, elective, major, or other program requirement that the course would fulfill for a non-transfer student.

(3) For any completed course that has no equivalent at the receiving institution, if the student earned a passing grade in the course at the sending institution, general credit or discipline-specific credit shall be awarded, as appropriate.

(4) Credit awarded for a course with no equivalent at the receiving institution may be applied toward any general education or elective requirement, if the institution has a written, publicly available policy regarding such an application that ensures the equitable treatment of all transfer students.

.09 Transfer of General Education Courses.

A. A receiving institution shall accept for transfer any completed course that fulfilled a general education requirement at the sending institution.

B. Credit for a general education course completed at a sending institution shall be applied toward any general education requirement in the same core area at the receiving institution to which it was applied at the sending institution, regardless of whether an equivalent course exists at the receiving institution.

C. Credit for any completed course that fulfills any general education requirement at the sending institution, that cannot be applied pursuant to §B of this regulation, shall be applied toward any elective within the general education requirements at the receiving institution, regardless of whether an equivalent course exists at the receiving institution.

.10 Evaluation of Individual Course Equivalencies

A. Equivalency Standard.

(1) A receiving institution shall accept a course or combination of courses completed at a sending institution for transfer when the receiving institution determines that at least 70 percent of the course learning outcomes of the course or combination of courses completed at the sending institution are equivalent to the course learning outcomes of a course or combination of courses at a receiving institution.

(2) An institution may not use any other standard or method of determining the equivalency of an individual course or combination of courses at a sending institution to a course or combination of courses at a receiving institution, other than the standard set forth in §A(1) of this regulation.

(3) An institution may not consider the course numbers or levels assigned to the sending or receiving institution's course or combination of courses when making a determination under §A(1) of this regulation.

B. Equivalencies shall be determined by faculty who are subject matter experts and may not be determined by non-academic staff.

C. An equivalent course may only be transferred if the grade achieved at the sending institution for the completed course is the same or higher than the grade required for a non-transfer student in the equivalent course at the receiving institution.

D. The number of credits awarded to the student by the receiving institution for a course or combination of courses deemed equivalent under this regulation may not be less than the number of credits awarded to a non-transfer student at the receiving institution who has completed the equivalent course or combination of courses.

E. An institution shall include in the policies and procedures established under Regulation .03 of this chapter the process the institution will use for the evaluation of course learning outcome equivalencies.

.11 Transfer of Previously Awarded Credit for Prior Learning

Commented [SK62]: Previously called “nontraditional credit”.

A. Transfer by a receiving institution of previously awarded credit for prior learning, whether credit by exam, for nationally recognized standardized examination scores, or experiential learning, shall be:

(1) Evaluated using the same standards that apply to the awarding of credit for prior learning to non-transfer students at the receiving institution;

(2) Indicated on the student’s transcript at the receiving institution, including the basis for awarding the credit for prior learning; and

(3) Consistent with COMAR 13B.02.02.16H.

B. Equivalency for prior learning which has no explicit course equivalency, such as experiential learning, shall be established by the receiving institution using the same validation procedures for evaluating specific learning outcomes that are used for non-transfer students at the institution.

.12 Establishment of Transferability.

A. Institutions may establish transferability of courses and credits through:

(1) A Program Transfer Agreement, as set forth in Regulation .13 of this chapter;

(2) A Course Transfer Agreement or Prior Learning Transfer Agreement;

(3) A list of courses that have already been evaluated and deemed equivalent under Regulation .10 of this chapter; or

(4) Any other mechanism that enables a student to determine, prior to registering for a course at a sending institution, whether the course will transfer to a specific receiving institution.

B. Institutions shall, to the fullest extent possible, systematically establish the transferability of courses and credits to facilitate maximum transferability of courses and credits and support degree planning for students.

C. All agreements, lists, and other information that establishes transferability shall be:

(1) Published in a central location that is easily accessible for students and the public; and

(2) Reviewed to ensure accuracy on a regular basis, but no less than once a year.

D. Any information regarding the transferability of the course that is publicly available in an institutional source at the time of a student's transfer evaluation request shall be honored by the institution.

~~.01 Articulation Agreements.~~

Commented [SK63]: This regulation has been replaced by new Regulation .13 below.

~~A. In this regulation, "articulation agreement" means a signed written agreement between institutions of higher education regarding the transfer of academic credits from one institution to the other.~~

~~B. 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.~~

~~C. An articulation agreement between public institutions shall conform to the requirements of this chapter.~~

~~D. An articulation agreement may include provisions regarding:~~

- ~~(1) Procedures for admissions, registration, and advising;~~
- ~~(2) Access to student services, including 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.~~

.13 Program Transfer Agreements.

A. This regulation applies to all institutions of higher education operating in the State.

B. Institutions are encouraged to leverage the use of Program Transfer Agreements to facilitate the transparent, seamless, and equitable transfer of a student from a sending institution into a specific academic program at a receiving institution.

C. A Program Transfer Agreement between two institutions of higher education in the State shall specify:

(1) The course(s) at the sending institution, including any minimum grade required in the course(s), that will be accepted for transfer to fulfill each degree requirement within the academic program at the receiving institution;

(2) Any other degree requirements, including, but not limited to, internships and other experiential learning, that may be completed at the sending institution; and

(3) If the receiving institution will accept for transfer any credit for prior learning awarded by the sending institution.

D. A Program Transfer Agreement may also include provisions regarding:

(1) Procedures for admissions, registration, and advising;

(2) Access to student services, including financial aid;

(3) Cost of tuition; and

(4) Any other information that may facilitate the transfer of academic credit from the sending institution to the receiving institution.

E. A Program Transfer Agreement may have more than one sending institution and more than one receiving institution.

F. A Program Transfer Agreement shall be signed by the president, executive director, chief academic officer, or equivalent designee of each institution that is a party to the agreement.

G. A final, signed copy of a Program Transfer Agreement shall be deposited with the Commission no more than 30 days after all institutions have signed the agreement.

H. Each institution that is a party to a Program Transfer Agreement shall include the full agreement in their course catalog, on their website, and in other publicly accessible sources.

I. A transfer student at a public institution shall be provided the same opportunity as a non-transfer student at the same institution to pursue the program requirements that were in effect at the time that the transfer student enrolled at the sending institution, provided the student has been continuously enrolled and has fulfilled the requirements of the corresponding Program Transfer Agreement.

J. A public institution of higher education may not deny the transfer of any course that is set forth in a publicly available version of a Program Transfer Agreement.

~~.07 Transfer Mediation Committee.~~

~~A. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Secretary, who shall appoint a Transfer Mediation Committee to adjudicate the disagreement. Members appointed to the Transfer Mediation Committee shall be representative of the public 4-year colleges and universities and the community colleges.~~

~~B. The Transfer Mediation Committee shall address general education issues at the course or curricular level, not individual student cases. As appropriate, the Committee shall consult with faculty on curricular issues.~~

~~C. The findings of the Transfer Mediation Committee are considered binding on both parties.~~

Commented [SK64]: In accordance with the requirements of the 2021 Transfer with Success Act, this regulation has been replaced with new Regulation .14.

~~.08 Appeal Process.~~

Commented [SK65]: In accordance with the requirements of the 2021 Transfer with Success Act, this regulation has been replaced with new Regulation .14.

~~A. Notice of Denial of Transfer Credit by a Receiving Institution.~~

~~(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a student in writing of a denial of transfer credit not later than mid-semester of the student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.~~

~~(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.~~

~~(3) A receiving institution shall include in the notice of denial of transfer credit:~~

~~(a) A statement of the student's right to appeal; and~~

~~(b) A notification that the appeal process is available in the institution's catalog.~~

~~(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.~~

~~B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.~~

~~C. Response by Receiving Institution.~~

~~(1) A receiving institution shall:~~

~~(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and~~

~~(b) Respond to a student's appeal within 10 working days.~~

~~(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.~~

~~(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.~~

~~D. Appeal to Sending Institution.~~

~~(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.~~

~~(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.~~

~~E. Consultation Between Sending and Receiving Institutions.~~

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~~(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.~~

~~(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.~~

~~(3) The receiving institution shall inform a student in writing of the result of the consultation.~~

~~(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.~~

.14 Evaluation and Review Process for Transfer of Courses and Credits.

A. Purpose. The purpose of the evaluation and review process is to maximize the courses and credits accepted for transfer by a receiving institution.

B. Transfer Evaluation Request by Student.

(1) A student who desires to transfer courses or credits from a prior institution of higher education to a receiving institution shall submit to the receiving institution a request to conduct an evaluation of official transcripts and other relevant materials.

(2) The request shall be in the form and manner required by the receiving institution and shall identify each completed course and each credit awarded for prior learning that the student desires to transfer to the receiving institution.

C. Timing of Evaluation by Receiving Institution.

(1) Except as set forth in §C(2) of this regulation, in response to a request submitted under §B of this regulation, a receiving institution shall conduct and complete an evaluation of the student's official transcripts and other relevant materials no later than 20 business days after receipt of the official transcripts.

(2) If the official transcripts are received more than 20 business days before the start of the student's first semester at the receiving institution, the evaluation shall be conducted and completed by the start of the student's first semester.

D. Evaluation of Course and Credit Transfer by Receiving Institution.

(1) In accordance with §§D(2) and (3) of this regulation, a receiving institution shall evaluate each completed course or credit in a transfer evaluation request to determine:

(a) First, if the course or credit is transferable; and

(b) Second, the academic program requirement(s) to which a transferable course or credit will be applied.

(2) Transferability.

(a) The transferability of the course or credit shall be evaluated by determining:

(i) If the transferability of the course or credit has been established in a Program Transfer Agreement, other transfer agreement, course equivalency list, or other institutional publication;

(ii) If the course fulfilled a general education course at the sending institution;

(iii) If, under the standard in Regulation .10 of this chapter, as determined by an appropriate academic staff member, the course is equivalent to a course at the receiving institution; or

(iv) If, under the standard in Regulation .11 of this chapter, as determined by an appropriate academic staff member, the credit is equivalent to credit for prior learning at the receiving institution.

(b) A course that is not transferable under §D(2)(a) shall be denied.

(3) Application of Credit.

(a) In accordance with Regulation .08C of this chapter, and consistent with the standards set forth in this chapter and the institutional policies and procedures established under Regulation .03 of this chapter, each course or credit accepted for transfer shall be evaluated to determine if it fulfills:

- (i) A general education requirement;
- (ii) A requirement of the student's academic program;
- (iii) An elective requirement;
- (iv) Any other institutional or program requirement; or
- (v) Two or more of the requirements in §§D(3)(a)—(d) of this regulation.

(b) If the number of credits assigned to all transferable courses and credits exceeds the limits set forth in Regulation .08 of this chapter, the courses that are not accepted for transfer shall be determined in accordance with the application of credit in §D(3)(a).

E. Transfer Evaluation Report.

(1) No later than the applicable deadline set forth in §C of this regulation, a receiving institution shall issue a Transfer Evaluation Report to inform a student in writing of the outcome of the evaluation.

(2) The Transfer Evaluation Report shall include, for each course and credit requested for transfer:

- (a) If the course or credit has been accepted for transfer or denied; and
- (b) For each course and credit accepted for transfer, the basis for transferability and the program requirement(s) it fulfills;
- (c) For each course or credit denied because it is not transferable, a clear and detailed explanation of the reason for the denial;
- (d) For each course or credit denied because the total number of transferable credits exceeded the limits set forth in Regulation .08 of this chapter, a clear and detailed explanation of the basis for the determination of which transferable course(s) or credit(s) were denied;
- (e) If any course or credit is denied, a statement explaining that all course and credit transfer denials will be reviewed by the sending institution, in conjunction with the receiving institution, without further action on the part of the student; and
- (f) The name, title, email address, and phone number of the individual at the receiving institution who the student can contact with questions.

(3) A copy of the Transfer Evaluation Report shall be provided to the sending institution simultaneously with the issuance of the report to the student.

F. Receiving Institution Transcript. As soon as possible after acceptance of a course or credit for transfer, the receiving institution shall ensure that the student's transcript reflects the credits awarded.

G. Review of Denials by Sending Institution.

(1) If any course or credit is denied, the sending institution, in conjunction with the receiving institution, shall conduct an evaluation to review each denial of a course or credit.

(2) The transfer coordinator or institutional designee of the sending institution shall conduct the evaluation in accordance with §D of this regulation.

(3) The evaluation shall be completed, and a copy of the sending institution's analysis shall be provided to the receiving institution, no later than 20 business days after receipt of the Transfer Evaluation Report.

(4) The sending institution's analysis shall indicate, for each course or credit denied by the receiving institution, whether the sending institution agrees or disagrees with the receiving institution's evaluation and rationale.

(5) Meeting Between Sending and Receiving Institutions.

(a) The sending and receiving institutions shall meet to discuss the analyses no later than 20 business days after the sending institution's analysis is provided to the receiving institution.

(b) During the meeting, the institutions shall review and discuss each course or credit denial determination with which the sending institution disagrees.

(c) The meeting may be held via phone or video conference.

(d) Waiver.

(i) For good cause, a sending institution may request that the Secretary waive the meeting requirement for any individual review.

(ii) A request for a waiver shall be made, in writing, with a copy to the receiving institution, no later than 5 business days of providing the analysis to the receiving institution.

(iii) The Secretary shall approve or deny a request for a waiver of the meeting within 10 business days of receipt.

(6) No later than 10 business days after the meeting, a sending institution shall provide to the receiving institution:

(a) A revised version of the sending institution's analysis; or

(b) Written notification that no revisions to the sending institution's analysis are necessary.

H. Final Determination by Receiving Institution.

(1) No later than 10 business days after receipt of a revised analysis from the sending institution or a notification under §G(6) of this regulation, the receiving institution shall provide to the student:

(a) A Revised Transfer Evaluation Report; or

(b) Written notification that the review process has not resulted in any changes to the Transfer Evaluation Report.

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(2) The decision arising out of the review process constitutes the final decision of the receiving institution and is not subject to appeal.

I. Records.

(1) A receiving institution shall keep records of all denied courses and credits, including but not limited to, the Transfer Evaluation Report, the sending institution analysis, any revisions to the sending institution analysis, and any Revised Transfer Evaluation Report, for at least two years after the student completes a bachelor's degree.

(2) An institution shall annually report to the Commission, in a form prescribed by the Commission, each denial of a course or credit transfer, including the reason for each denial.

.09 Periodic Review.

~~A. Report by Receiving Institution~~

~~(1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.~~

~~(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.~~

~~(3) A receiving institution shall include in the reports comparable information on the progress of native students.~~

~~**B. Transfer Coordinator.** A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.~~

~~**C.** The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.~~

Commented [SK66]: This provision has been revised in accordance with the 2021 Transfer with Success act and moved to new Regulation .14I.

Commented [SK67]: This provision has been moved to new Regulation .03E and revised.

Commented [SK68]: This provision has been moved to new Regulation .04E and revised.

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Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 07 COMMUNITY COLLEGES

Chapter 02 General Regulations and Policies for Community Colleges

Authority: Education Article, Titles 11, 15 and 16, Annotated Code of Maryland

.01 Admission and Transfer of Students.

A. A college shall adhere to the:

- (1) Admissions requirements set forth in COMAR 13B.02.02; and
- (2) Transfer requirements set forth in ~~COMAR 13B.06.01~~ COMAR 13B.06.02.

B.—C. (text unchanged)

Commented [SK69]: Cross reference updated pursuant to the changes above.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 02 ACADEMIC REGULATIONS

Chapter 03 Academic Programs — Degree-Granting Institutions

Authority: Education Article, Titles 11 and 16, Annotated Code of Maryland

.19 Public Institutions – Transfer and Articulation.

A. Prior to Submission.

(1) Before submitting a proposal for a new bachelor's degree program that could affect students transferring from a community college, a public senior higher education institution shall notify all community colleges of the proposed program and proposed implementation date.

(2) Before submitting a proposal for a substantial modification to an existing bachelor's degree program that could affect students transferring from a community college, a public senior higher education institution shall notify all community colleges of the proposed changes and proposed implementation date.

(3) Before submitting a proposal for a substantial modification to an existing associate's degree program that could affect students transferring to or from a public senior higher education institution, a community college shall notify all public senior higher education institutions of the proposed changes and proposed implementation date.

B. Contents of Proposal.

(1) A proposal for a new bachelor's degree program at a public senior higher education institution shall include:

- (a) A proposed articulation agreement with at least one community college; or
- (b) Justification for why an articulation agreement is not feasible or applicable.

(2) A proposal for a substantial modification to an existing bachelor's degree program at a public senior higher education institution shall include:

- (a) For a program that has an existing articulation agreement with at least one community college:
 - (i) Proposed modifications to all existing articulation agreements; or
 - (ii) Justification for why revising existing articulation agreements is not feasible or applicable; or
- (b) For a program without any existing articulation agreement:
 - (i) A proposed articulation agreement with at least one community college; or
 - (ii) Justification for why an articulation agreement is not feasible or applicable.

(3) A proposal for a substantial modification to an existing associate's degree program at a community college shall include:

(a) For a program that has an existing articulation agreement with at least one public senior higher education institution:

(i) Proposed modifications to all existing articulation agreements; or

(ii) Justification for why revising existing articulation agreements is not feasible or applicable; or

(b) For a program without existing articulation agreements:

(i) A proposed articulation agreement with at least one public senior higher education institution; or

(ii) Justification for why an articulation agreement is not feasible or applicable.

C. After Approval. After a new program or substantial modification is approved by the Commission:

(1) Any new or revised articulation agreement shall be finalized and signed, pursuant to COMAR 13B.06.02.13, within 60 days of the approval; and

(2) The institution shall provide the curriculum and any articulation agreement(s) to all other public institutions within 90 days of the approval.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 06 GENERAL EDUCATION AND TRANSFER

Chapter 02 Transfer Students and Transfer of Courses and Credits

Authority: Education Article, §§11-105 and 11-207, Annotated Code of Maryland

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- .11 Transfer of Previously Awarded Credit for Prior Learning*
- .12 Establishment of Transferability*
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- .14 Evaluation and Review Process for Transfer of Courses and Credits*

.01 Purpose and Scope.

A. This chapter sets forth requirements for institutions of higher education in the State for:

- (1) Admission of transfer students to public institutions;
- (2) The transfer of courses and awarding of credit for transferred courses; and
- (3) Collaboration and communication between institutions on issues relating to transfer.

B. This chapter is intended to:

- (1) Maximize the transferability of courses to:
 - (a) Support timely completion of academic programs by transfer students;
 - (b) Minimize the need for transfer students to repeat coursework completed at a previous institution; and
 - (c) Limit the financial burden on transfer students;
- (2) Foster collaboration and communication between institutions regarding proposed academic program changes that could impact the efficacy of transferring courses and credits;
- (3) Establish a process and timeline for institutional review of a denial of a course or credit transfer; and
- (4) Make public and easily accessible all policies and procedures regarding transfer students and the transfer of courses and credits.

C. Except for Regulations .02 and .13 of this chapter, this chapter applies only to public institutions of higher education.

.02 Definitions.

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

B. Terms Defined.

(1) Academic Credit.

(a) "Academic credit" or "credit" means the certification by the Registrar of a student's successful completion of a course leading to a formal award granted by an institution of higher education.

(b) "Academic credit" or "credit" does not include credit awarded for remedial education.

(2) "Articulation agreement" means a written agreement for the awarding of credit by an institution of higher education for the completion of coursework or prior learning at another institution or entity.

(3) "Credit for prior learning" means credit granted to a student from an institution of higher education for experiential learning or a nationally recognized standardized examination that has been assessed by the institution to be the equivalent of learning gained through formal collegiate instruction.

(4) "Commission" means the Maryland Higher Education Commission.

(5) "Course" means a collection of lessons that is intended to meet specific learning outcomes and is measured in academic credits.

(6) "Course Transfer Agreement" means an articulation agreement regarding the award of credit by a receiving institution for courses completed at the sending institution that are not specific to the completion of an academic program at the receiving institution.

(7) "Cumulative grade point average" means the average of grades received for completed coursework at all institutions attended.

(8) "First-time student" means a student who:

(a) Has earned a high school diploma or equivalent; and

(b) Has not earned any college credit from an institution of higher education subsequent to earning the high school diploma or equivalent.

(9) "First-time student with advanced standing" means a first-time undergraduate student who earned college credit from an institution of higher education prior to earning a high school diploma or equivalent.

(10) General Admission.

(a) "General admission" means admission to enroll as an undergraduate student at an institution of higher education.

(b) "General admission" does not include admission to a specific degree or certificate program.

(11) "General education requirement" means an institutional requirement under COMAR 13B.06.01.03.

(12) “Institution of higher education” has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(13) “Institution of postsecondary education” has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(14) “Learning objective” means a description of the knowledge, skills, competencies, or expertise that a student is expected to obtain, exhibit, or meet upon the successful completion of a specific course or program.

(15) “Non-transfer student” means an undergraduate student who attends the same institution of higher education at which they initially enrolled and has not enrolled in a course of study at another institution of higher education since that initial enrollment.

(16) “Prior Learning Transfer Agreement” means an articulation agreement for a receiving institution to award academic credit for demonstrated proficiency, a satisfactory score on a specific assessment, applied experience, or other learning experience completed at an institution of postsecondary education or other entity.

(17) “Program” or “academic program” means a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, leading to the award of a certificate or degree, that requires the completion of a specified number of course credits from among a prescribed group of general education, elective, and discipline-specific courses.

(18) “Program Transfer Agreement” means an articulation agreement between a receiving institution and a sending institution that sets forth the course and other degree requirements within a single bachelor’s degree program offered by the receiving institution that may be completed at the sending institution.

(19) “Receiving institution” means the institution of higher education to which a student desires to transfer courses and credits.

(20) “Secretary” means the Secretary of Higher Education.

(21) “Sending institution” means the institution of higher education of most recent previous enrollment by a student at which academic credit was earned.

(22) “Transfer student” means an undergraduate student entering an institution for the first time having successfully completed at least one course at another institution of higher education after earning a high school diploma or equivalent that are applicable for credit at the institution the student is enrolling in.

.03 Institutional Policies and Responsibilities.

A. An institution shall establish written policies and procedures for transfer between public institutions that are consistent with this chapter.

B. The policies and procedures established under §A of this regulation should address, at a minimum:

- (1) Information sharing and communication between institutions;
- (2) Availability of information to students and the public;
- (3) Admission of transfer students to the institution;
- (4) Admission of transfer students into specific academic programs;
- (5) Number of credits that may transfer and the application of credits to program requirements;
- (6) Transfer of general education courses and credits;
- (7) Processes and standards for the evaluation of individual course equivalencies and credit for prior learning;
- (8) Processes for the establishment of course transferability, including, but not limited to, Program Transfer Agreements and other articulation agreements;
- (9) Process for individual students to request credit and course transfer; and
- (10) The roles of the institutional transfer coordinator and other faculty and staff.

C. All policies and procedures established under this chapter shall ensure:

- (1) Equitable treatment of non-transfer students, first-time students with advanced standing, and transfer students;
- (2) That the evaluation of courses and credits for transfer maximizes the amount of credit awarded to a student;
- (3) That students are not required to repeat equivalent coursework successfully completed at a sending institution; and
- (4) That all information regarding transfer is available to other institutions, students, and the public.

E. Transfer Coordinators.

- (1) An institution of higher education shall designate at least one transfer coordinator, who:
 - (a) Serves as a resource person to students seeking to transfer courses and credits;
 - (b) Is responsible for coordinating the application of the policies and procedures established under §A of this regulation; and

(c) Is responsible for overseeing the process in Regulation .14 of this chapter for the evaluation of student transfer requests.

(2) A transfer coordinator is not responsible for evaluating individual course equivalencies or credit for prior learning under Regulations .10 and .11 of this chapter.

.04 Coordination Between Institutions and Segments

A. Information for Students and the Public. Institutions shall collaborate to develop and provide to students and the public current, accurate, and consistent information on transfer that is consistent with this chapter.

B. Changes to Curriculum.

(1) When considering any curricular change, including non-substantial modifications to existing programs and changes to individual courses, an institution shall, at the earliest possible time, discuss any changes that might affect transfer students with all applicable public institutions.

(2) For curricular changes that are substantial modifications under COMAR 13B.02.03 and for new programs, an institution shall:

(a) Follow the procedures set forth in COMAR 13B.02.03.19; and

(b) Within 60 days of approval by the Commission, update all relevant student information.

(3) After making non-substantial modifications to existing programs, changes to individual courses, or other curricular changes that do not require Commission approval, institutions shall, within 60 days of the change:

(a) Update all transfer agreements affected by the change;

(b) Provide notification of the curricular change to any other applicable institutions of higher education;
and

(c) Update all relevant student information.

C. Establishment of Transferability. Institutions shall collaborate to establish transferability of courses and credits by entering into Program Transfer Agreements, Course Transfer Agreements, or Prior Learning Transfer Agreements whenever possible.

D. Uniform Policies. Institutions and Segments shall coordinate to create uniform policies and procedures when practicable.

E. Student Transfer Advisory Committee. The Secretary shall convene a permanent Student Transfer Advisory Committee that meets regularly to review and provide recommendations on issues relating to student transfer and any matters referred by the Secretary.

.05 Information for Students.

A. All Institutions.

(1) An institution shall ensure that all transfer agreements and all information pertaining to transfer students and the transfer of courses and credits are:

- (a) Written in language that is clear and explicit;
- (b) Comprehensive, accurate, and regularly updated; and
- (c) Available to prospective transfer students in course catalogs and other publicly accessible sources.

(2) Student information should include, at a minimum:

- (a) Admissions requirements for transfer students at public senior higher education institutions;
- (b) Curriculum prerequisites at receiving institutions;
- (c) Information about Program Transfer Agreements;
- (d) Information about other transfer agreements and sources of established course and credit transferability;
- (e) Transferability of general education courses;
- (f) Transferability of individual courses;
- (g) Credit transfer limits; and
- (h) The credit transfer process, including:
 - (i) How to make a transfer evaluation request; and
 - (ii) The standards that are used to determine course and credit equivalency.

(3) Institutions shall promptly inform students of changes to admissions requirements, academic program requirements, or any of the other information above.

B. Community Colleges.

(1) Community colleges shall encourage their students to:

- (a) As early as possible, select the institution and academic program into which they desire to transfer; and
- (b) Complete an associate's degree prior to transferring to a public senior higher education institution.

(2) Community colleges shall notify students that:

(a) Students are accountable for the loss of credits resulting from changes to the student's academic program; and

(b) Credits earned for remedial course work are not transferable.

.06 Admission of Transfer Students.

A. General Admission to Public Institutions.

(1) General admission of a transfer student to an institution under §A of this regulation does not guarantee admission into a specific degree or certificate program at that institution.

(2) Except as provided in §A(4) of this regulation, a student attending a public institution may not be denied general admission to another public institution if the student:

(a) Has completed an associate's degree or at least 60 credit hours; and

(b) Attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.

(3) A student attending a public institution who has not completed an associate's degree or at least 60 credit hours is eligible for general admission to another public institution if the student:

(a) Satisfies the same admission criteria as a non-transfer student at the receiving public institution; and

(b) Attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions for transfer students shall:

(a) Be based on criteria developed by the receiving institution that is publicly available and easily accessible on the institution's website; and

(b) Maintain fair and equitable treatment for non-transfer students, transfer students, and first-time students with advanced standing.

B. Admission to Specific Academic Programs.

(1) A receiving public institution may require additional admission requirements to a specific degree or certificate program.

(2) The standards for admission to the program shall:

(a) Be based on criteria developed by the receiving public institution that is publicly available and easily accessible on the institution's website; and

(b) Maintain fair and equitable treatment for non-transfer students, transfer students, and first-time students with advanced standing.

.07 Transfer of Courses and Credits Generally.

A. A receiving institution shall accept for transfer and award credit for a course or credit completed at a sending institution if:

(1) The course is transferable under §B of this regulation; and

(2) The acceptance of and awarding of credit for the completed course or credit is consistent with the requirements of this chapter.

B. Transferability.

(1) General education courses required under COMAR 13B.06.01 are transferable as set forth in Regulation .09 of this chapter.

(2) An individual course that is not being applied toward a general education requirement is transferable if:

(a) The course is deemed equivalent to a course at the receiving institution under the standards set forth in Regulation .10 of this chapter; or

(b) The course is part of a Program Transfer Agreement.

(3) Credit for prior learning is transferable if deemed equivalent using the standards set forth in Regulation .11 of this chapter.

(4) Establishment of Transferability by Institutions.

(a) Whenever practicable, the transferability of courses or credits shall be established via Program Transfer Agreement or other mechanism consistent with Regulation .12 of this chapter.

(b) Documents establishing course equivalencies and course and credit transferability shall be publicly available and easily accessible for students and the public.

C. Awarding of Credit toward Academic Program Requirements.

(1) A receiving institution's award of credit for a transferred course or credit may be applied toward any academic program requirement at the receiving institution, regardless of the program requirement that the course fulfilled at the sending institution,

(2) The award of credit for a transferred course or credit may be applied toward multiple program requirements at the receiving institution consistent with the institution's policies for non-transfer students.

.08 Number of Credits Accepted for Transfer.

A. Required Award of Credit by Public Senior Higher Education Institution for Courses Completed at Community College.

(1) Except as provided in §A(2) of this regulation and subject to §C of this regulation, a public senior higher education institution in the State shall accept for transfer at least 60, but not more than 70, credits that were earned toward an associate's degree at any community college in the State.

(2) A Program Transfer Agreement between a community college and a public senior higher education institution may allow for the transfer of more than 70 credits earned at the community college.

B. Required Award of Credit by Community College for Courses Completed at Public Senior Higher Education Institution.

(1) Subject to §C of this regulation, a community college shall accept for transfer at least 45 credits that were earned at any public senior higher education institution in the State.

(2) A student may transfer credit under §B(1) of this regulation without enrolling in the community college if:

(a) The student earned at least 15 credits at the community college prior to attending the public senior higher education institution from which they desire to transfer credit; and

(b) The transfer of the credits will satisfy all remaining requirements to receive an associate's degree from the community college.

C. Awarding and Application of Credit by Receiving Institution. An institution accepting the transfer of completed courses and credits under §§A or B of this regulation shall award credit for those courses and apply the awarded credit toward academic program requirements as follows.

(1) For any course determined to be equivalent to a course at the receiving institution under this chapter, credit shall be awarded for the equivalent course.

(2) Credit awarded for an equivalent course shall be applied toward any general education, elective, major, or other program requirement that the course would fulfill for a non-transfer student.

(3) For any completed course that has no equivalent at the receiving institution, if the student earned a passing grade in the course at the sending institution, general credit or discipline-specific credit shall be awarded, as appropriate.

(4) Credit awarded for a course with no equivalent at the receiving institution may be applied toward any general education or elective requirement, if the institution has a written, publicly available policy regarding such an application that ensures the equitable treatment of all transfer students.

.09 Transfer of General Education Courses.

A. A receiving institution shall accept for transfer any completed course that fulfilled a general education requirement at the sending institution.

B. Credit for a general education course completed at a sending institution shall be applied toward any general education requirement in the same core area at the receiving institution to which it was applied at the sending institution, regardless of whether an equivalent course exists at the receiving institution.

C. Credit for any completed course that fulfills any general education requirement at the sending institution, that cannot be applied pursuant to §B of this regulation, shall be applied toward any elective within the general education requirements at the receiving institution, regardless of whether an equivalent course exists at the receiving institution.

.10 Evaluation of Individual Course Equivalencies

A. Equivalency Standard.

(1) A receiving institution shall accept a course or combination of courses completed at a sending institution for transfer when the receiving institution determines that at least 70 percent of the course learning outcomes of the course or combination of courses completed at the sending institution are equivalent to the course learning outcomes of a course or combination of courses at a receiving institution.

(2) An institution may not use any other standard or method of determining the equivalency of an individual course or combination of courses at a sending institution to a course or combination of courses at a receiving institution, other than the standard set forth in §A(1) of this regulation.

(3) An institution may not consider the course numbers or levels assigned to the sending or receiving institution's course or combination of courses when making a determination under §A(1) of this regulation.

B. Equivalencies shall be determined by faculty who are subject matter experts and may not be determined by non-academic staff.

C. An equivalent course may only be transferred if the grade achieved at the sending institution for the completed course is the same or higher than the grade required for a non-transfer student in the equivalent course at the receiving institution.

D. The number of credits awarded to the student by the receiving institution for a course or combination of courses deemed equivalent under this regulation may not be less than the number of credits awarded to a non-transfer student at the receiving institution who has completed the equivalent course or combination of courses.

E. An institution shall include in the policies and procedures established under Regulation .03 of this chapter the process the institution will use for the evaluation of course learning outcome equivalencies.

.11 Transfer of Previously Awarded Credit for Prior Learning

A. Transfer by a receiving institution of previously awarded credit for prior learning, whether credit by exam, for nationally recognized standardized examination scores, or experiential learning, shall be:

(1) Evaluated using the same standards that apply to the awarding of credit for prior learning to non-transfer students at the receiving institution;

(2) Indicated on the student's transcript at the receiving institution, including the basis for awarding the credit for prior learning; and

(3) Consistent with COMAR 13B.02.02.16H.

B. Equivalency for prior learning which has no explicit course equivalency, such as experiential learning, shall be established by the receiving institution using the same validation procedures for evaluating specific learning outcomes that are used for non-transfer students at the institution.

.12 Establishment of Transferability.

A. Institutions may establish transferability of courses and credits through:

- (1) A Program Transfer Agreement, as set forth in Regulation .13 of this chapter;
- (2) A Course Transfer Agreement or Prior Learning Transfer Agreement;
- (3) A list of courses that have already been evaluated and deemed equivalent under Regulation .10 of this chapter; or
- (4) Any other mechanism that enables a student to determine, prior to registering for a course at a sending institution, whether the course will transfer to a specific receiving institution.

B. Institutions shall, to the fullest extent possible, systematically establish the transferability of courses and credits to facilitate maximum transferability of courses and credits and support degree planning for students.

C. All agreements, lists, and other information that establishes transferability shall be:

- (1) Published in a central location that is easily accessible for students and the public; and
- (2) Reviewed to ensure accuracy on a regular basis, but no less than once a year.

D. Any information regarding the transferability of the course that is publicly available in an institutional source at the time of a student's transfer evaluation request shall be honored by the institution.

.13 Program Transfer Agreements.

A. This regulation applies to all institutions of higher education operating in the State.

B. Institutions are encouraged to leverage the use of Program Transfer Agreements to facilitate the transparent, seamless, and equitable transfer of a student from a sending institution into a specific academic program at a receiving institution.

C. A Program Transfer Agreement between two institutions of higher education in the State shall specify:

(1) The course(s) at the sending institution, including any minimum grade required in the course(s), that will be accepted for transfer to fulfill each degree requirement within the academic program at the receiving institution;

(2) Any other degree requirements, including, but not limited to, internships and other experiential learning, that may be completed at the sending institution; and

(3) If the receiving institution will accept for transfer any credit for prior learning awarded by the sending institution.

D. A Program Transfer Agreement may also include provisions regarding:

(1) Procedures for admissions, registration, and advising;

(2) Access to student services, including financial aid;

(3) Cost of tuition; and

(4) Any other information that may facilitate the transfer of academic credit from the sending institution to the receiving institution.

E. A Program Transfer Agreement may have more than one sending institution and more than one receiving institution.

F. A Program Transfer Agreement shall be signed by the president, executive director, chief academic officer, or equivalent designee of each institution that is a party to the agreement.

G. A final, signed copy of a Program Transfer Agreement shall be deposited with the Commission no more than 30 days after all institutions have signed the agreement.

H. Each institution that is a party to a Program Transfer Agreement shall include the full agreement in their course catalog, on their website, and in other publicly accessible sources.

I. A transfer student at a public institution shall be provided the same opportunity as a non-transfer student at the same institution to pursue the program requirements that were in effect at the time that the transfer student enrolled at the sending institution, provided the student has been continuously enrolled and has fulfilled the requirements of the corresponding Program Transfer Agreement.

J. A public institution of higher education may not deny the transfer of any course that is set forth in a publicly available version of a Program Transfer Agreement.

.14 Evaluation and Review Process for Transfer of Courses and Credits.

A. Purpose. The purpose of the evaluation and review process is to maximize the courses and credits accepted for transfer by a receiving institution.

B. Transfer Evaluation Request by Student.

(1) A student who desires to transfer courses or credits from a prior institution of higher education to a receiving institution shall submit to the receiving institution a request to conduct an evaluation of official transcripts and other relevant materials.

(2) The request shall be in the form and manner required by the receiving institution and shall identify each completed course and each credit awarded for prior learning that the student desires to transfer to the receiving institution.

C. Timing of Evaluation by Receiving Institution.

(1) Except as set forth in §C(2) of this regulation, in response to a request submitted under §B of this regulation, a receiving institution shall conduct and complete an evaluation of the student's official transcripts and other relevant materials no later than 20 business days after receipt of the official transcripts.

(2) If the official transcripts are received more than 20 business days before the start of the student's first semester at the receiving institution, the evaluation shall be conducted and completed by the start of the student's first semester.

D. Evaluation of Course and Credit Transfer by Receiving Institution.

(1) In accordance with §§D(2) and (3) of this regulation, a receiving institution shall evaluate each completed course or credit in a transfer evaluation request to determine:

(a) First, if the course or credit is transferable; and

(b) Second, the academic program requirement(s) to which a transferable course or credit will be applied.

(2) Transferability.

(a) The transferability of the course or credit shall be evaluated by determining:

(i) If the transferability of the course or credit has been established in a Program Transfer Agreement, other transfer agreement, course equivalency list, or other institutional publication;

(ii) If the course fulfilled a general education course at the sending institution;

(iii) If, under the standard in Regulation .10 of this chapter, as determined by an appropriate academic staff member, the course is equivalent to a course at the receiving institution; or

(iv) If, under the standard in Regulation .11 of this chapter, as determined by an appropriate academic staff member, the credit is equivalent to credit for prior learning at the receiving institution.

(b) A course that is not transferable under §D(2)(a) shall be denied.

(3) Application of Credit.

(a) In accordance with Regulation .08C of this chapter, and consistent with the standards set forth in this chapter and the institutional policies and procedures established under Regulation .03 of this chapter, each course or credit accepted for transfer shall be evaluated to determine if it fulfills:

- (i) A general education requirement;
- (ii) A requirement of the student's academic program;
- (iii) An elective requirement;
- (iv) Any other institutional or program requirement; or
- (v) Two or more of the requirements in §§D(3)(a)—(d) of this regulation.

(b) If the number of credits assigned to all transferable courses and credits exceeds the limits set forth in Regulation .08 of this chapter, the courses that are not accepted for transfer shall be determined in accordance with the application of credit in §D(3)(a).

E. Transfer Evaluation Report.

(1) No later than the applicable deadline set forth in §C of this regulation, a receiving institution shall issue a Transfer Evaluation Report to inform a student in writing of the outcome of the evaluation.

(2) The Transfer Evaluation Report shall include, for each course and credit requested for transfer:

- (a) If the course or credit has been accepted for transfer or denied; and
- (b) For each course and credit accepted for transfer, the basis for transferability and the program requirement(s) it fulfills;
- (c) For each course or credit denied because it is not transferable, a clear and detailed explanation of the reason for the denial;
- (d) For each course or credit denied because the total number of transferable credits exceeded the limits set forth in Regulation .08 of this chapter, a clear and detailed explanation of the basis for the determination of which transferable course(s) or credit(s) were denied;
- (e) If any course or credit is denied, a statement explaining that all course and credit transfer denials will be reviewed by the sending institution, in conjunction with the receiving institution, without further action on the part of the student; and
- (f) The name, title, email address, and phone number of the individual at the receiving institution who the student can contact with questions.

(3) A copy of the Transfer Evaluation Report shall be provided to the sending institution simultaneously with the issuance of the report to the student.

F. Receiving Institution Transcript. As soon as possible after acceptance of a course or credit for transfer, the receiving institution shall ensure that the student's transcript reflects the credits awarded.

G. Review of Denials by Sending Institution.

(1) If any course or credit is denied, the sending institution, in conjunction with the receiving institution, shall conduct an evaluation to review each denial of a course or credit.

(2) The transfer coordinator or institutional designee of the sending institution shall conduct the evaluation in accordance with §D of this regulation.

(3) The evaluation shall be completed, and a copy of the sending institution's analysis shall be provided to the receiving institution, no later than 20 business days after receipt of the Transfer Evaluation Report.

(4) The sending institution's analysis shall indicate, for each course or credit denied by the receiving institution, whether the sending institution agrees or disagrees with the receiving institution's evaluation and rationale.

(5) Meeting Between Sending and Receiving Institutions.

(a) The sending and receiving institutions shall meet to discuss the analyses no later than 20 business days after the sending institution's analysis is provided to the receiving institution.

(b) During the meeting, the institutions shall review and discuss each course or credit denial determination with which the sending institution disagrees.

(c) The meeting may be held via phone or video conference.

(d) Waiver.

(i) For good cause, a sending institution may request that the Secretary waive the meeting requirement for any individual review.

(ii) A request for a waiver shall be made, in writing, with a copy to the receiving institution, no later than 5 business days of providing the analysis to the receiving institution.

(iii) The Secretary shall approve or deny a request for a waiver of the meeting within 10 business days of receipt.

(6) No later than 10 business days after the meeting, a sending institution shall provide to the receiving institution:

(a) A revised version of the sending institution's analysis; or

(b) Written notification that no revisions to the sending institution's analysis are necessary.

H. Final Determination by Receiving Institution.

(1) No later than 10 business days after receipt of a revised analysis from the sending institution or a notification under §G(6) of this regulation, the receiving institution shall provide to the student:

(a) A Revised Transfer Evaluation Report; or

(b) Written notification that the review process has not resulted in any changes to the Transfer Evaluation Report.

(2) The decision arising out of the review process constitutes the final decision of the receiving institution and is not subject to appeal.

I. Records.

(1) A receiving institution shall keep records of all denied courses and credits, including but not limited to, the Transfer Evaluation Report, the sending institution analysis, any revisions to the sending institution analysis, and any Revised Transfer Evaluation Report, for at least two years after the student completes a bachelor's degree.

(2) An institution shall annually report to the Commission, in a form prescribed by the Commission, each denial of a course or credit transfer, including the reason for each denial.