

STATE ORCHESTRATED TRANSFER AGREEMENT  
Carroll Community College  
and  
MARYLAND HIGHER EDUCATION COMMISSION

In order to serve the students impacted by the precipitous closure of ITT Educational Services, Inc. ("ITT"), which had locations in Hanover, Maryland, and Owings Mills, Maryland, Carroll Community College ("Carroll"), located in Westminster, Maryland, has entered into this *State Orchestrated Transfer Agreement* ("Agreement") with the Maryland Higher Education Commission ("MHEC").

**A. Qualifying ITT Students**

This Agreement pertains only to the transfer of "Qualifying Students", *i.e.*, those students who:

1. were enrolled in and attending ITT when ITT precipitously closed on September 6, 2016, or were enrolled during the 120 days prior to closing (March 10, 2016), or were on an approved Leave of Absence from ITT between the dates of March 10, 2016 and September 6, 2016; and
2. were enrolled in one of ITT's MHEC-approved programs.

**B. Duties of Carroll Community College**

Carroll agrees to implement the transfer of Qualifying Students in accordance with the following requirements and protocols:

1. A Qualifying Student may transfer into a comparable program that Carroll is approved by MHEC to offer.
2. Comparable programs that Carroll is willing to accept credit for include:

ITT Program of Study	Carroll Comparable Program of Study
Accounting	AA, Business, Accounting
Business Management	AA, General Business
Computer and Electronics Systems Technology	AAS, Computer Information Systems
Computer Drafting and Design Drafting and Design Technology	AAS, Computer-Aided Drafting
Graphic Communication and Design Graphic Communication Technology	AAS, Computer Graphics
Information Technology Computer Network Systems Network Systems Administration Software Development	AAS, Computer Information Systems
Information Technology Computer Network Systems	AAS, Cybersecurity

3. Comparable courses that Carroll is willing to transfer credits for include:

**AA, Business, Accounting**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Program Course Name	Credits
AC 1220, AC 1320, & AC 1420	Accounting Principles I, Accounting Principles II, Financial Accounting	4.5 4.5 4.5	ACCT-101	Financial Accounting	3
AC 2620 & AC 2720	Fund of Managerial Accounting Cost Accounting	4.5 4.5	ACCT-102	Managerial Accounting	3
			ACCT-201	Intermediate Accounting 1	4
			ACCT-202	Intermediate Accounting 2	4
BU 2760	Business Law	4.5	BUAD-205	Business Law	3
TB 145 & TB 150	Intro to Computing Computing & Productivity Software	4 4	CIS-101	Intro to Computer Info Systems	3
ES 2550	Microeconomics	4.5	ECON-100.	Principles of Micro Economics	3
			MGMT-201	Principles of Management	3
GE 347 & GE 361	Group Dynamics Writing & Critical Analysis	4 4	SPCH-101	Intro to Speech Communication	3
ES 2560	Macroeconomics	4.5	ECON-102	Principles of Macro Economics	3
AR 1440	Art Appreciation	4.5	ART-125	General Education Arts and Humanities	3
				General Education Lab Science Choices	8
				General Education Emerging Issues Choice	3
EN 1320 & EN 1420 Or GE 117 & GE 217	Composition I Composition II  Composition I Composition II	4.5 4.5  4 4	ENGL-101   ENGL-101	General Education English Comp and Literature  English Comp	3   3
			ENGL-102	Writing About Literature	3
MA 1210 & MA 1310 Or MA 3310	College Mathematics I College Mathematics II  Calculus I	4.5 4.5  4.5	MATH- GENED  MATH-135	General Education Mathematics Choice  	6   3
CJ 1110, CJ 1210, SO 2550, PY 3150, or PS 1350	Intro to Criminal Justice Criminology Intro to Sociology Psychology American Government	4.5 4.5 4.5 4.5 4.5	CRIM-101 CRIM-105 SOC-101 PSYC-101 PSLS-100	General Education Social/Behavioral Science Choice	3

**AA, General Business**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Program Course Name	Credits
AC 1220, AC 1320, & AC 1420	Accounting Principles I, Accounting Principles II, Financial Accounting	4.5 4.5 4.5	ACCT-101	Financial Accounting	3
AC 2620 & AC 2720	Fund of Managerial Accounting Cost Accounting	4.5 4.5	ACCT-102	Managerial Accounting	3
BU 1110	Introduction to Business	4.5	BUAD-101	Introduction to Business	3
BU 2760	Business Law	4.5	BUAD-205	Business Law	3
TB 145 TB 150	Intro to Computing Computing & Productivity Software	4 4	CIS-101	Intro to Computer Info Systems	3
BS 2550	Microeconomics	4.5	ECON-100	Principles of Micro Economics	3
			MGMT-201	Principles of Management	3
			MKTG-201	Principles of Marketing	3
GE 347 & GE 361	Group Dynamics Writing & Critical Analysis	4 4	SPCH-101	Intro to Speech Communication	3
ES 2560	Macroeconomics	4.5	ECON-102	Principles of Macro Economics	3
AR 1440	Art Appreciation	4.5	ART-125	General Education Arts and Humanities	3
				General Education Lab Science Choices	8
				General Education Emerging Issues Choice	3
EN 1320 & EN 1420 Or GE 117 & GE 217	Composition I Composition II  Composition I Composition II	4.5 4.5  4 4	ENGL-101  ENGL-101	General Education English Comp  English Comp	3  3
			ENGL-102	Writing about Literature	3
MA 1210 & MA 1310 Or MA 3310	College Mathematics I College Mathematics II  Calculus I	4.5 4.5  4.5	MATH- GENED	General Education Mathematics Choice	6
CJ 1110, CJ 1210, SO 2550, PY 3150, or PS 1350	Intro to Criminal Justice Criminology Intro to Sociology Psychology or American Government	4.5 4.5 4.5 4.5 4.5	CRIM-101 CRIM-105 SOC-101 PSYC-101 PSLS-100	General Education Social/Behavioral Science Choice	3

**AAS, Computer Aided Drafting**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Program Course Name	Credits
DT 1230	CAD Methods	4.5	CAD-101	Intro to CAD	3
			CAD-110	Customizing CAD Software	3
DT 2630, GC 1330, IT 209, Or VC 210	3D Modeling & Visualization 3D Modeling Techniques 3D Modeling	4.5 4.5 4.5	CGR-254	3-D CAD and Modeling	3
	Modeling in 3D	4.5			
TB 145 TB 150	Intro to Computing Computing & Productivity Software	4 4	CIS-101	Intro to Computer Info Systems	3
DT 1430	Parametric Modeling	4.5	CAD-206	Solid Modeling	3
			CAD-208	Mechanical Applications of Solid Modeling Software	3
			CAD-240	CAD Engineering Drawing	3
			CAD-245	CAD Engineering Drawing 2	3
			CAD-299	Internship in CAD	1
AR 1440	Art Appreciation	4.5	ART-125	General Education Arts and Humanities	3
				General Education Lab Science Choices	8
EN 1320 & EN 1420 Or GE 117 & GE 217	Composition I Composition II	4.5 4.5	ENGL-101	General Education English Composition	3
	Composition I Composition II	4 4	ENGL-101	English Composition	3
MA 1210 & MA 1310 Or MA 3310	College Mathematics I College Mathematics II	4.5 4.5	MATH- GENED	General Education Mathematics	6
	Calculus I	4.5	MATH-135	Calc of a Single Variable	3
CJ 1110, CJ 1210, SO 2550, PY 3150, or PS 1350	Intro to Criminal Justice Criminology Intro to Sociology Psychology American Government	4.5 4.5 4.5 4.5 4.5	CRIM-101 CRIM-105 SOC-101 PSYC-101 PSLS-100	General Education Social/Behavioral Science Choice	3

**AAS, Computer Graphics, Graphic Design Track**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Program Course Name	Credits
GC 1110 Or VC 100	Fundamentals of Design  Introduction to Design	4.5  4.5	ART-105	2-D Design	3
			ART-110	3-D Design	3
			ART-115	Color	3
			CGR-105	Intro to Computer Graphics	3
GC 1220 Or VC 110	Fundamentals of Typography  Typography	4.5  4.5	CGR-110	Typography	3
			CGR-115	Graphic Design I	3
			CGR-120	Digital Photography	3
GC 2630 Or VC 240	Graphic Design for the Web  Visual Design for the Web	4.5  4.5	CGR-157	Intro to Web Page Design	3
			CGR-250	Publication Design on Computers	3
			CGR-270	Portfolio and Career Development	3
				Electives	5
AR 1440	Art Appreciation	4.5	ART-125	Art Appreciation	3
				General Education Arts and Humanities Choice	3
				General Education Lab Science Choice	4
				General Education Emerging Issues	3
EN 1320 & EN 1420 Or GE 117 & GE 217	Composition I Composition II  Composition I Composition II	4.5 4.5  4 4	ENGL-101   ENGL-101	General Education English Composition  General Education English Composition	3   3
				General Education Mathematics Choice	3
CJ 1110, CJ 1210, SO 2550, PY 3150, or PS 1350	Intro to Criminal Justice Criminology Intro to Sociology Psychology American Government	4.5 4.5 4.5 4.5 4.5	CRIM-101 CRIM-105 SOC-101 PSYC-101 PSLS-100	General Education Social/Behavioral Science Choice	3

**AAS, Computer Graphics, Multimedia Design Track**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
GC 1110 Or VC 100	Fundamentals of Design  Introduction to Design	4.5  4.5	ART-105	2-D Design	3
			ART-110	3-D Design	3
			ART-115	Color	3
			CGR-105	Intro to Computer Graphics	3
			CGR-110	Typography	3
GC 1220 Or VC 110	Fundamentals of Typography  Typography	4.5  4.5			
GC 2630 Or VC 240	Graphic Design for the Web  Visual Design for the Web	4.5  4.5	CGR-157	Intro to Web Page Design	3
CG 1430 Or IT 310	Video Production Techniques  Audio/Video Techniques	4.5  4.5	CGR-230	Digital Video	3
IT 212	Broadcast Graphics	4.5	CGR-231	Intro to Motion Graphics	
			CGR-232	Multimedia Productions	
DT 2630, GC 1330, IT 209, Or VC 210	3D Modeling & Visualization 3D Modeling Techniques 3D Modeling  Modeling in 3D	4.5 4.5 4.5  4.5	CGR-254	3D Computer Animation and Modeling	3
			CGR-257	Advanced Web Page Design	3
			CGR-270	Portfolio and Career Development	3
				Electives	2
AR 1440	Art Appreciation	4.5	ART-125	General Education Art Appreciation	3
				General Education Arts and Humanities Choice	3
				General Education Lab Science Choice	4
				General Education Emerging Issues Choice	3
EN 1320 & EN 1420 Or GE 117 & GE 217	Composition I Composition II  Composition I Composition II	4.5 4.5  4 4	ENGL-101	General Education English Composition	3
			ENGL-101	English Composition	3
MA 1210 & MA 1310 Or MA 3310	College Mathematics I College Mathematics II  Calculus I	4.5 4.5  4.5	MATH-GENED	General Education Mathematics Choice	6
			MATH-135		3
CJ 1110, CJ 1210, SO 2550, PY 3150, or PS 1350	Intro to Criminal Justice Criminology Intro to Sociology Psychology American Government	4.5 4.5 4.5 4.5 4.5	CRIM-101 CRIM-105 SOC-101 PSYC-101 PSLS-100	General Education Social/Behavioral Science Choice	3

**AAS, Computer Information Systems**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
TB 145 TB 150	Intro to Computing Computing & Productivity Software	4 4	CIS-101	Intro to Computer Info Systems	3
IT 104	Intro to Computer Programming	4	CIS-105	Intro to Object-Oriented Programming	3
SD 1340	Creating Websites Using HTML5, CSS3, & JavaScript	4.5	CIS-137	Intro to Web Development Tech	3
IT 203 PT 2520	Database Development Database Concepts	4 4.5	CIS-148	Intro to SQL and Database Design	3
IT 109 IT 250 NT 1410	Microsoft Desktop Operating Sys Linux Operating System Operating Systems	4 4 4.5	CIS-150	Intro to Operating Systems	3
SD 2550	Application Development Using Java I	4.5	CIS-132	Principles of Programming	4
SD 2620	Advanced Software Development Using Java	4.5	CIS-232	Advanced Principles of Programming	4
SD 3440	Creating Websites Using ASP.NET	4.5	CIS-237	Server-Side Web Development	4
ET 4560	C++ Programming	4.5	ENCE-212	Programming Concepts for Engineers	4
				Electives	9
AR 1440	Art Appreciation	4.5	ART-125	General Education Arts and Humanities Choice	3
				General Education Lab Science Choice	4
				General Education Emerging Issues	3
EN 1320 & EN 1420 Or GE 117 & GE 217	Composition I Composition II  Composition I Composition II	4.5 4.5  4 4	ENGL-101  ENGL-101	General Education English Comp  General Education English Comp	3  3
			ENGL-102	Writing About Literature	3
MA 1210 & MA 1310 Or MA 3310	College Mathematics I College Mathematics II  Calculus I	4.5 4.5  4.5	MATH- GENED  MATH-135	General Education Mathematics Choice  	6  3
CJ 1110, CJ 1210, SO 2550, PY 3150, or PS 1350	Intro to Criminal Justice Criminology Intro to Sociology Psychology American Government	4.5 4.5 4.5 4.5 4.5	CRIM-101 CRIM-105 SOC-101 PSYC-101 PSLS-100	General Education Social/Behavioral Science Choice	3

**AAS, Cybersecurity**

ITT Course			Carroll Comparable Course		
Course Number	Course Name	Credits	Course Number	Program Course Name	Credits
IT 104	Intro to Computer Programming	4	CIS-105	Intro to Object-Oriented Programming	3
			CYBR-106	Computer Repair and Support 1	3
			CYBR-107	Computer Repair and Support 2	3
NT 1210	Introduction to Networking	4.5	CYBR-121	Networking Essentials	3
			CYBR-151	Networking 1	3
NT 2540	Advanced Networking Devices	4.5	CYBR-152	Networking 2	3
IT 221	Microsoft Network Operating System I	4	CYBR-181	Installing and Configuring Windows Server	3
IS 4670	Cybercrime Forensics	4.5	CYBR-201	Digital Forensics	3
IS 4560	Hacking & Countermeasures	4.5	CYBR-241	Network Intrusion Detection and Penetration Testing	3
			CYBR-291	Cybersecurity Capstone	1
BU 2620	Fund of Business Communication	4.5	ENGL-209	Written Communications for Business	3
NT 1430	Linux Networking	4.5	CYBR-ELEC	Electives	6
IT 302	Linux system Administration	4	PHIL-105	Ethics	3
GE 347 & GE 361	Group Dynamics	4	SPCH-101	Intro to Speech Communication	5
	Writing & Critical Analysis	4		General Education Lab Science Choice	8
EN 1320 & EN 1420	Composition I	4.5	ENGL-101	General Education English Composition	3
Or	Composition II	4.5			
GE 117 & GE 217	Composition I	4	ENGL-101	General Education English Composition	3
Or	Composition II	4			
MA 1210 & MA 1310	College Mathematics I	4.5	MATH-GENED	General Education Mathematics	6
Or	College Mathematics II	4.5			
MA 3310	Calculus I	4.5	MATH-135		3
CJ 1110,	Intro to Criminal Justice	4.5	CRIM-101	General Education Social and Behavioral Science	3
CJ 1210,	Criminology	4.5	CRIM-105		
SO 2550,	Intro to Sociology	4.5	SOC-101		
PY 3150, or	Psychology	4.5	PSYC-101		
PS 1350	American Government	4.5	PSLS-100		

4. The Qualifying Student shall not pay, and Carroll shall not charge to the student, any tuition or fees in excess of the lesser of: (1) the remaining amount that the student would have paid to ITT to complete the program pursuant to the student's enrollment contract with ITT; or Carroll's otherwise applicable tuition and fees. For example, if the student paid tuition in full to ITT, the student may be charged only the cost of books and materials to complete the program. If partial tuition was paid to ITT, the student may be charged no more than the lesser of the balance due to ITT, or Carroll's otherwise applicable tuition and fees.
5. If additional books, materials, or industry test exams are required to complete the program, the Qualifying Student shall be given the choice of purchasing these through the Carroll bookstore or through other sources.
6. Carroll Community College must ensure that the Qualifying Student signs an enrollment agreement with the Carroll before enrolling. The enrollment agreement shall disclose the program for which the student will be enrolled in, the ITT courses for which the student will



receive credit for, and the tuition to be charged, which shall not exceed the maximum permitted amount under Paragraph 4, above.

7. Carroll Community College shall enroll the Qualifying Student only in a program comparable to the one that the student was unable to complete at ITT, as stated under Paragraph 2.
8. Carroll Community College shall designate, and shall provide to MHEC the contact information for, a staff person at Carroll who is responsible for the oversight of the transfer of Qualifying Students.

Students should send Official Transcripts to Carroll Community College, Records Office, Attention: Betsy Wingert, 1601 Washington Road, Westminster, MD 21157. ([ewingert@carrollcc.edu](mailto:ewingert@carrollcc.edu)) Upon receipt of the college application and transcripts, credits will be posted and Betsy will email students with the evaluation and next step directions.

9. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), Carroll Community College shall adhere to all applicable U.S. Department of Veterans Affairs' regulations, including the regulations governing the awarding prior credit, as regulated under Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(c)(4).
10. Carroll Community College shall enroll a Qualifying Student who is using Title 38 VA Education Benefits (GI Bill® Education Benefits) only in a VA-qualified program or educational institution.
11. Regarding GI Benefits, Carroll Community College understands that courses that were successfully completed by the Qualifying Student at ITT generally may not be certified again for VA purposes if the courses are repeated. However, if a student failed a course, or if a program requires a higher grade than the one achieved in a particular course for successful completion, then Carroll may be able to re-certify the course in accordance with applicable federal regulations.
12. Carroll shall require each Qualifying Student to sign an acknowledgment that the student has been provided with information regarding the U.S. Department of Education's loan discharge policy by Carroll Community College. Carroll will not advise ITT students regarding whether the student is eligible for loan discharge

**C. Duties of Maryland Higher Education Commission**

1. MHEC shall provide to Carroll the contact information of MHEC staff members who are coordinating the transfer options for ITT students, including the contact information of a staff person from whom to obtain Qualifying Students' transcripts.
2. MHEC shall provide to Qualifying Students information concerning the transfer opportunity with Carroll.

**D. Termination**

1. MHEC or Carroll may, at its sole discretion, terminate this Agreement upon delivering 30 days written notice to the other party.
2. Upon any termination, Sections B, G, and I shall survive the termination of this Agreement and remain in full force and effect.

**E. Amendment**

1. This Agreement constitutes the entire understanding of MHEC and Carroll Community College with respect to their rights and obligations in carrying out the terms of the Agreement, and supersedes any prior or contemporaneous agreements or understandings.
2. This Agreement may be modified only by written amendment executed by both parties.

**F. Term of Agreement**

This Agreement is for a term commencing on the date that this Agreement has been executed by both parties (the "Effective Date"), and shall terminate upon: (1) either party delivering notice to the other pursuant to the terms of Section D of this Agreement; or (2) the program completion of all Qualifying Students at Carroll Community College.

**G. Governing Law**

This Agreement shall be governed by the laws of the State of Maryland.

**H. Counterparts.**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

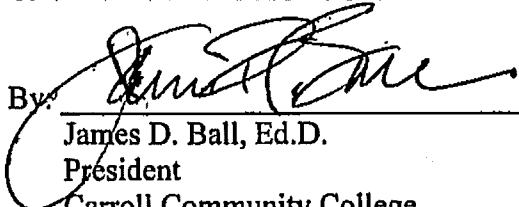
**J. Representations and Warranties of the Parties**

Both parties to this Agreement represent and warrant that the following shall be true and correct as of the Effective Date of this Agreement, and shall continue to be true and correct during the Term of this Agreement:


1. The parties are and shall remain in compliance with all applicable federal, state, and local statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time.
2. Each party has taken all action necessary for the approval and execution of this Agreement, and execution by the persons signing on behalf of each party is duly authorized and has been made with complete and full authority to commit the party to all terms and conditions of this Agreement, which shall constitute valid, binding obligations of each party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

CARROLL COMMUNITY COLLEGE

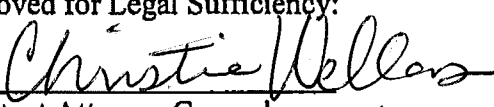
By:   
James D. Ball, Ed.D.  
President  
Carroll Community College

MARYLAND HIGHER EDUCATION  
COMMISSION

By:   
James D. Fielder, Jr., Ph.D.  
Secretary  
Maryland Higher Education Commission

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Signature  
10/10/16  
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Date

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Signature  
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Date

Approved for Legal Sufficiency:  
By:   
Assistant Attorney General  
Maryland Higher Education Commission  
Date: 10/14/16