

**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN
COMMUNITY COLLEGE OF BALTIMORE COUNTY AND
STEVENSON UNIVERSITY REGARDING TRANSFER FROM THE ASSOCIATE OF
ARTS IN BUSINESS ADMINISTRATION TO THE BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION (GENERAL TRACK)**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between **Community College of Baltimore County** (the “Sending Institution”) and Stevenson University (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from the **Associate of Arts in Business Administration, General Track** for the completion of the **Bachelor of Science in Business Administration** (the “Program(s)”).

A. Qualifying Students

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

1. Have successfully completed the program at the Sending Institution;
2. Are enrolled in the Sending Institution, in good standing; and
3. Are accepted for admission to the Receiving Institution

B. Responsibilities of the Institutions

The Institutions agree to implement the transfer of Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer into from the Transferring Institution into the Receiving Institution for the completion of the Program.
2. Courses that the Receiving School will accept credits for towards completion of the Program include:

Transfer Plan

Community College of Baltimore County

**Associate of Arts in Business Administration to Stevenson University’s Bachelor of Science
in Business Administration**

This transfer plan is intended for students pursuing an **Associate of Arts in Business Administration** at Community College of Baltimore County who are interested in pursuing a **Bachelor of Science in Business Administration**. The equivalencies below demonstrate how a student can meet both the requirements of the associate degree and prepare for a seamless transfer to Stevenson University. Please note:

- Only courses that have course equivalencies are displayed. This guide does not show all transferable courses from this college.
- Transfer plans are intended to be used as planning tools. Students who need additional assistance in selecting courses to take prior to transferring to Stevenson University, should contact Stevenson Admissions at 1-877-468-6852 or admissions@stevenson.edu.

Course by Course Equivalency (SU Catalog, 2021-2022; CCBC Catalog, 2020-2021)**General Education Requirements**

CCBC Course	Credits	SU Equivalency	Credits	Notes
CMNS 101-Fundamentals of Communication	3	CM 120-Human Communication	3	General Education CI Requirement
CSIT 101-Technology and Information Systems	3	IS 201-Management Information Systems	3	Program Requirement Business Administration, General Track Elective (1 of 4)
ECON 201-Introduction to Macro-Economic Principles	3	EC 201-Principles of Macroeconomics	3	Program Requirement
ENGL 101-College Composition I	3	ENG 151-College Writing I	3	General Education Writing
ENGL 102-College Composition II	3	ENG 152-College Writing II	3	General Education Writing
MATH 153-Introduction to Statistical Methods or MATH 163-Pre-Calculus I SU Recommends: MATH 153-Introduction to Statistical Methods	4 Or 3	MATH 136-Introduction to Statistics	4	Science and Mathematics Requirement and Program Requirement

General Education Electives

Arts and Humanities	3	Depends on Course	3	Arts and Humanities Requirement
Biological and Physical Sciences (at least one course must have a lab)	7-8	Depends on Course	7-8	Science and Mathematics Requirement
Social and Behavioral Sciences (Other than Economics)	3	Depends on Course	3	Humanities, Social Science Requirement, or Elective
Wellness and Health	3	Depends on Course	3	Elective

Program Requirements

ACCT 101-Principles of Accounting I	3	ACC 140-Financial Accounting	3	Program Requirement
ACCT 102-Principles of Accounting II	3	ACC 141-Managerial Accounting	3	Program Requirement
ECON 202-Introduction to Micro-Economic Principles	3	EC 202-Principles of Microeconomics	3	Program Requirement
MNGT 101-Introduction to Business and Industry	3	MGT 199-Business Elective	3	Program Requirement Business Administration, General Track Elective (2 of 4)
MNGT 105-Principles of Management	3	MGT 204-Principles of Management	3	Program Requirement

MNGT 140-Business Law I	3	Law 208-Business Law	3	Program Requirement
MNGT 150-Principles of Marketing	3	MKT 206-Principles of Marketing	3	Program Requirement
MNGT 201-Human Resources Management	3	MGT 299-Management elective	3	Program Requirement Business Administration, General Track Elective (3 of 4)
Program Elective Choose course(s) from ACCT, ECON, or MNGT, MATH, TDML or LGST if needed to meet 60 credit minimum. SU Recommends: Take: ACCT, ECON, or MNGT	3-6	Depends on Course(s)	3-6	Program Requirement Business Administration, General Track Elective (4 of 4), 3 cr. <i>Additional elective courses/credits will come in as general electives.</i>
Total Credits	60		60	

*Courses with a grade of C (2.0) and above will transfer to Stevenson. Courses with a grade of D (1.0) will fulfill general education requirements unless the general education requirement is also a program requirement. A grade of "C" or higher is required for CCBC courses that fulfill ENG 151 and ENG 152 at Stevenson University.

Remaining Courses

Students who complete the plan above including all recommended courses and earn the **A.A. in Business Administration: General Track** will take the following courses at Stevenson University to meet their B.S. requirements. Students who transfer before completing the **Associate of Arts in Business Administration** may have additional program and graduation requirements to take and fewer free electives. Students who wish to pursue an alternative track (Entrepreneurship, Finance, International Business, or Sport Management) within the Stevenson's Business Administration degree program should consult the Business Administration Academic Program Administrator and/or their academic advisor upon transfer to Stevenson.

Major Requirements

Students following the above plan will be required to take 60 credits of coursework at Stevenson University. A minimum total of 120 credits are required for the degree.

Stevenson Course	Credits	Explanation
INBUS International Business Elective	3	Program Requirement
IS 135-MS Office Applications	3	Program Requirement
MGT 210-Business Writing	3	Program Requirement
MGT 300-Applied Business Analytics	3	Program Requirement

Stevenson Course	Credits	Explanation
MGT 310-Organizational Behavior	3	Program Requirement
MGT 308-Business Ethics	3	Program Requirement
MGT 313-Operations Management	3	Program Requirement
MGT 422-Strategic Management	3	Program Requirement
MGT 430-Business Capstone	3	Program Requirement
FIN 300-Principles of Finance	3	Program Requirement
MGT/MKT/FIN 417-Internship	3	Program Requirement
Additional credits to fulfill the Business Administration, General Track requirements (1 business elective, if needed) and to reach 120 credits required for Bachelor's Degree.	27	
Total Credits	60	

Additional Credits Needed

Total credits to be taken at SU: 60

3. Additional Provisions

- Courses that fulfill program requirements are only eligible for transfer if students have earned a grade of “C” or better. Courses used to fulfill only general education requirements are eligible for transfer if students have earned a grade of “D” or better, with the exception of college composition, which must be passed with a “C”— 70 or higher.
- Students must have a 2.5 cumulative grade point average in time of application.
- Stevenson participates in general education block transfer. Students entering Stevenson with an A.A., A.S., or A.A.T. degree from a Maryland community college will have met all of Stevenson’s general education requirements, with the exception of a second composition course if not already taken. The equivalencies above detail the coursework students would take under the block transfer program. Not all programs are eligible for block transfer.
- Stevenson University will accept up to 70 credits from 2-year institutions. Up to 90 credits can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores). For additional information about credit transfer, please see: [Transfer Credit Evaluation](#).
- For non-direct classroom instruction, an appropriate score is determined by Stevenson University, and student must submit original test scores/results to Stevenson University. Tech Prep credits will not transfer. Credit awarded for prior learning (“life experience”) is not recognized by, and is not transferable to, Stevenson University.
- For financial aid and scholarship information, please see the [Apply for Financial Aid](#) webpage.

- Students intending to transfer should complete the admission application for Stevenson University once they complete 45 credits of the Associate Degree program. Students should contact the Financial Aid Office at Stevenson University as soon as possible in regard to college deadlines for financial aid. Students who have completed an associate degree at a Maryland community college are guaranteed admissions to Stevenson.
4. The Receiving Institution shall designate, and shall provide to the Sending Institution, the contact information for a staff person at the Receiving Institution who is responsible for the oversight of the transfer of Qualifying Students. The Sending Institution shall designate, and shall provide to the Receiving Institution, the contact information for a staff person at the Sending Institution who is responsible for the oversight of the transfer of Qualifying Students.

Oversite of Records	Sending Institution	Receiving Institution
Name of staff person responsible for oversight	Deb Baker	Dave Copenhaver
Title of staff person	Assistant Registrar	Assistance Director of Transfer Admissions
Email address	dbaker@ccbcmd.edu	Wcopenhaver@stevenson.edu
Telephone Number	443-840-4647	443-352-4409

Should the staff person or position change, the institution will promptly provide new contact information to the partner institution and inform the Maryland Higher Education Commission of the change.

Additional contact information:

Articulation Agreement Contact	Sending Institution	Receiving Institution
Name of person	Nicole Zampino	Amanda Hostalka
Title of person	Coordinator of Transfer and Degree Acceleration	Vice Provost, Outreach
Email address	nzairi@ccbcmd.edu	ahostalka@stevenson.edu
Telephone Number	443-840-4647	443-334-9549

5. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), the Institutions 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).
6. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.

7. Each Institution shall advise students regarding transfer opportunities under this Agreement and shall advise students of financial aid opportunities and implications associated with the transfer.

C. Term and Termination

1. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.
2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering 60 days written notice to the other Institution and the Maryland Higher Education Commission.
3. Both Institutions agree to meet once every **2 year(s)** to review the terms of this agreement, and renew or apply edits in written correspondence, copied to each party referenced in this document.

D. Amendment

1. This Agreement constitutes the entire understanding and agreement of the Institutions 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 Institutions.

E. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland.

F. 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.

G. Notice of Agreement

1. The Institutions agree to provide a copy of this Agreement, with any amendments, to the Maryland Higher Education Commission.
2. The Institutions agree to provide copies of this Agreement to all relevant individuals and departments of the Institutions, including but not limited to students, academic department chairs participating in the transfer, offices of the president, registrar's offices, and financial aid offices.

H. No Third-Party Beneficiaries

There are no third-party beneficiaries to this Agreement.

I. Representations and Warranties of the Parties

Both Institutions 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 Institutions 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 Institution has taken all action necessary for the approval and execution of this Agreement.