

**TRANSFER OPPORTUNITY PROGRAM AT SHEPHERD (T.O.P.S)  
AGREEMENT BETWEEN  
SHEPHERD UNIVERSITY AND MONTGOMERY COLLEGE**

Shepherd University (Shepherd) and Montgomery College (MC) agree to establish the Transfer Opportunity Program at Shepherd (T.O.P.S.) to create a “seamless web” of joint programs and services for students who choose to attend both institutions. The agreement builds on the belief shared by both institutions that a well-educated populace greatly serves the region. Consequently, it is in the best interests of the service communities to have the institutions minimize barriers and maximize student access and transfer to increase the number of associate and bachelor level programs that are well articulated and the number of students who pursue these opportunities. The specific objectives of the collaborative are to (1) better inform students of their many options as they consider attending both institutions, (2) enhance the process by which students are admitted into and transfer between the two institutions, (3) achieve increased effectiveness and student service by considering joint programs and services offered at both institutions that benefit the shared student body, serving the economic and other community development needs of the broader region and the two states of Maryland and West Virginia.

**I. Academic and Admissions Requirements**

The purpose of T.O.P.S. is to offer students a variety of options in pursuit of the bachelor's degree. Shepherd University will provide excellent academic advising to program participants to ensure proper placement, without wasting time and money on unnecessary courses. The student will have a seamless enrollment from any associate's degree program (A.A., A.S., A.A.S, A.A.T., A.F.A.,) at Montgomery College to a bachelor's degree program at Shepherd University. T.O.P.S. offers students the opportunity to receive a 25 percent discount off the out-of-state tuition rate if they have met all the program requirements (see specific requirements below). This tuition discount is available for up to four consecutive semesters contingent upon completion of the associate's degree at MC. The student will be considered a junior which will allow them to receive the tuition discount for up to four semesters. They must have completed and submitted the T.O.P.S. application form indicating their intended Shepherd start date. It is recommended that students submit this application one semester prior to their intended start date.

Specific Requirements:

1. Completion of an associate's degree from MC.
2. Achievement of a cumulative GPA of 2.80 from MC and all college coursework.
3. Transfer directly from MC to Shepherd and enroll at Shepherd at full-time status (12 credits or more).

*To be eligible for the program the student must be a non-resident of West Virginia.*

## II. Benefits

Montgomery College students will receive a 25 percent tuition discount if they meet the T.O.P.S. requirements. They will be guaranteed admission to T.O.P.S. at Shepherd University with an earned MC associate's degree and a cumulative grade point average of at least 2.80. This will allow the student to continue their education close to home while earning a bachelor's degree in a timely manner. By participating in the program the student will be able to take advantage of two of the lowest cost educational institutions in the region. To assist the student in the process, Shepherd will provide periodic academic advising at MC (including a review of MC/SU course articulation agreements).

Montgomery College students who graduate with honors and have earned at least a 3.4 Grade Point Average (GPA) will receive a 35 percent tuition discount once enrolled at Shepherd through T.O.P.S. In addition, Montgomery College students who are accepted into Shepherd's Scholars Program may be considered for additional competitive scholarships.

## III. Marketing

Shepherd and MC shall develop and agree upon a mutually acceptable marketing and student recruitment plan to promote T.O.P.S. and inform students of the opportunities available at both institutions. Any and all marketing, promotional or publication materials developed pursuant to this Agreement prepared or developed by one party must be reviewed and approved in writing by the other party prior to use of such materials. Neither party shall use the name or marks of the other party in connection with any product, service, promotion, news release or other publicity, without prior written consent of the party whose name or likeness may be under consideration.

In addition, as matters of joint collaboration are completed, written agreements will be prepared, signed, and included in the public information releases of both institutions, including hard copy publications and electronic media. All new information being released will be shared in advance between the public information offices of the two institutions.

Areas for enhancement of present and/or potential collaborative activities and initiatives include, but are not limited to:

- a. Improved curriculum articulation, including 2-plus-2 models
- b. Joint faculty professional development, as may be feasible
- c. Joint press releases and mention of T.O.P.S. agreement in appropriate College and University documents and publications

- d. Possible Shepherd graduate student internships on MC campuses.

#### **IV. Contact Persons:**

Each party will designate individuals to coordinate the activities under this Agreement and serve as a point of contact.

Montgomery College designates the following individuals to serve as the contacts for this agreement: Ms. Carolyn Terry, Instructional Dean for Humanities, [Carolyn.terry@montgomerycollege.edu](mailto:Carolyn.terry@montgomerycollege.edu), 240-567-5030; and Dr. Debra A. Bright, Director of Articulation, Transfer and Academic Services, [debra.bright@montgomerycollege.edu](mailto:debra.bright@montgomerycollege.edu); 240-567-4255.

Shepherd University designates the following individual to serve as the contact for this agreement: Ms. Kimberly Scranage, Vice President for Enrollment Management, [kscranag@shepherd.edu](mailto:kscranag@shepherd.edu), 304-876-5009; and Ms. Kelly Pannill, Associate Director of Admissions, Shepherd University, [kpannill@shepherd.edu](mailto:kpannill@shepherd.edu), 304-876-5199.

#### **V. Process, Modification, Renewal and Termination of this Agreement:**

Administrative and faculty leaders from Montgomery College and Shepherd University, with endorsement and guidance from their respective presidents, will meet and confer to improve curricular and student service articulations to benefit the students who choose to attend both institutions.

Shepherd University and Montgomery College are responsible for identifying and communicating to each other any change in the policies or requirements of their respective institutions that affect this Agreement.

This Agreement will be in effect as of the date of its signing. It will be reviewed biennially upon request by the appropriate individuals at each institution, and may be amended, modified or changed only by written request signed by both parties.

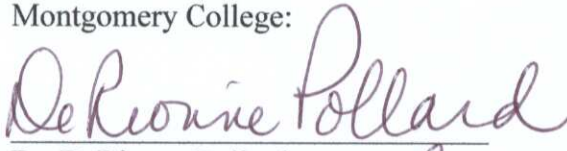
Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination. Should this agreement be terminated, it is understood that all MC students who have been accepted to Shepherd as part of this Agreement will be provided all of the benefits as stated.

#### **VI. Agreement:**

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of students from Montgomery College into Shepherd University, and to expand their opportunities for academic success there, is indicated by the following signatures.

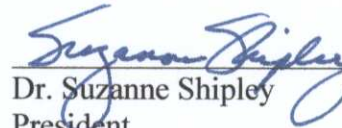
The undersigned representatives of the parties, Montgomery College and Shepherd University have executed this Agreement on the dates indicated:

Montgomery College:

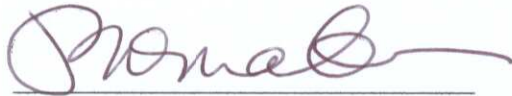
  
Dr. DeRionne Pollard  
President

7-5-11  
Date

Shepherd University:

  
Dr. Suzanne Shipley  
President

6/7/2011  
Date



Ms. Paula Matuskey  
Interim Senior Vice President for  
Academic and Student Services

7-5-11  
Date



Ms. Mary Clare Eros  
Board of Governors, Chair

6/9/2011  
Date

3/9/11