

**J. SARGEANT REYNOLDS COMMUNITY COLLEGE  
AND  
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**

**Alliance Agreement**

This Alliance Agreement (“Agreement”) is made this 1st day of May, 2015 (“the Effective Date”) by and between the University of Maryland University College (“UMUC”) and J. Sargeant Reynolds Community College (“Reynolds”) who together are collectively referred to as the “Institutions.” This Agreement replaces the Alliance Agreement entered into between the Institutions on May 1, 2015.

**I. Introduction**

a. UMUC is an accredited institution of higher education located in Adelphi, Maryland, and provides its academic courses and programs in Maryland and through distance delivery. UMUC offers undergraduate and graduate degree and certificate programs and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. UMUC is a constituent institution of the University System of Maryland, an agency of the State of Maryland.

b. Reynolds is a regionally accredited institution located in Richmond, Virginia. Reynolds is a comprehensive community college that is accessible, learning-centered, and dedicated to serving a diverse community of learners and employers through quality innovative programs, services and the appropriate use of technology for life-long learning. The institution is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

c. The Institutions recognize the programs and courses offered by the other and desire to establish their understanding regarding the transfer and applicability of credits from one institution to the other. The Institutions further desire to allow simultaneous admission to Reynolds and UMUC (“the Alliance”). To that end the Institutions enter into this Agreement.

Now therefore, the Institutions agree as follows:

**II. Term**

a. The term of this Agreement shall be effective as of May 1 2015 and continue in effect for an initial period of one (1) year and shall automatically renew for successive one (1) year periods.

b. Either party may terminate this Agreement by providing the other ninety (90) days prior written notice. During the notice period the parties may discuss continuation of a formal relationship between them.

c. Provided neither Institution’s programs, courses or graduation requirements have changed materially to the effect that articulation, the transfer of credit, or guaranteed admission is

no longer academically appropriate, UMUC shall: (1) accept the transfer of Reynolds credits and afford the students the status as stated herein on the terms and conditions of this Agreement for those students who, at or before the termination of Agreement, have enrolled in UMUC and remained continuously enrolled; and (2) accept for admission individuals who have graduated from Reynolds with an associate's degree on the terms and conditions of this Agreement.

### **III. Dual Admissions, Transfer Credit, Reverse Transfer, Guaranteed Admission and Scholarships**

a. **Dual Admission.** The Institutions agree to allow simultaneous admission to Reynolds and UMUC. UMUC will not promote transfer to UMUC before a student has completed 45 credit hours at Reynolds and shall encourage students to continue to obtain their associate's degree.

b. Students enrolled in both Institutions under this Agreement ("Alliance Students") shall be subject to the laws, regulations, practices and policies in effect at the institution the respective Alliance Student is attending. UMUC will waive the UMUC admission application fee for Alliance Students who complete the admission application prior to graduating from Reynolds.

c. With respect to students enrolled in the Alliance, UMUC and Reynolds shall abide by the following procedures:

(i) **Specific Programs —Acceptance of Degrees.** Subject to the terms and conditions of this Agreement, UMUC shall provide students graduating from Reynolds with the opportunity to seamlessly transfer to UMUC into any of the Bachelor's degree programs offered by UMUC.

(ii) **Transfer of Reynolds Credits to UMUC.** Subject to the terms and conditions of this Agreement, UMUC shall accept transfer of Reynolds credits up to a maximum of seventy (70) credit hours on the following terms and conditions:

A) the grade earned in the course in question is at least a C;

B) the student does not take the equivalent course at UMUC.

d. **Evaluation of Transfer Credits.** UMUC will grant prospective students and graduates from Reynolds a tentative evaluation of all transfer credits within 1-3 business days. It is anticipated that Alliance Students who apply to UMUC and submit official transcripts to UMUC will receive an official evaluation of their transfer credits within 2-3 weeks of receipt of all documentation. Evaluations may take slightly longer if courses from Reynolds have not previously been evaluated by UMUC.

e. **Changes in Programs.** Notwithstanding anything in this Agreement to the contrary, the Institutions retain the right and the authority to make changes in their respective courses, programs and credential requirements that they each may determine to be in their respective best interest. The parties shall give the other reasonable notice of changes in course program and credential requirements that may materially affect the Alliance Student's status and

acceptance of degrees or the transfer of credit as contemplated in this Agreement. Students who are already enrolled in the Alliance at the time of program or course changes will have the opportunity to choose whether they will follow the new or existing program. Reynolds graduates who have already been admitted to UMUC and whose transfer credits have been accepted at the time of program or course changes will not be affected.

The parties shall meet, at least annually, to review the changes in courses, programs and credential requirements for the purpose of determining whether or if this Agreement should be amended to reflect the courses, programs and credential requirements then in effect.

f. **Reverse Transfer.** UMUC will promote reverse transfer to Reynolds students who transfer to UMUC without a Reynolds associates degree. Interested students must sign a FERPA waiver to allow UMUC and Reynolds advisors to exchange student academic records to implement dual advising and promote reverse transfer opportunities. Data will be shared yearly with Reynolds administrators.

g. **Guaranteed Admission.** UMUC shall accept for admission individuals who have graduated from Reynolds with an associate's degree ("Eligible Students") per the terms and conditions herein as of the Effective Date. For guaranteed admission, Eligible Students must:

- complete and submit the UMUC application for admission
- request Reynolds to send official transcripts directly to UMUC electronically, or mail sealed, paper transcripts to:

University of Maryland University College  
Attn: Transcripts  
3501 University Boulevard East  
Adelphi, MD 20783

- contact a UMUC advisor to receive an evaluation of transfer credits and design a degree completion plan.

h. **Scholarships.** UMUC will offer graduates from Reynolds the opportunity to apply for scholarship opportunities as they become available.

i. **Tuition Discount.** UMUC provides full-time faculty and staff from American Association of Community College member institutions, including Reynolds with a 25% tuition discount for the Doctor of Management in Community College Policy and Administration, subject to appropriate admissions requirements and verification of employment. It is understood and agreed that the DMCPA is not available to Maryland residents and no Maryland residents can be admitted to that program under this Agreement.

j. **Transfer Reports.** UMUC shall provide annual transfer reports to Reynolds. Transfer reports will include information on bachelor's degree completion, number of credits transferred, number of Completion Scholarships and Community College Transfer Scholarships awarded, and other pertinent information.

#### **IV. Applicability**

a. In order for an Alliance Student having graduated from Reynolds to be afforded guaranteed admission or status in the Articulated Programs as contemplated in Section 3 or to be afforded transfer credits as contemplated in Section 3, that student must have met UMUC's admission criteria and other applicable requirements for the transfer of Articulated Programs or the transfer of credits as set forth in the then applicable UMUC catalog at the time the Alliance Student applies for admission to UMUC.

b. UMUC and Reynolds agree that the status afforded to students as contemplated in this Agreement applies only to the Articulated Programs, courses in the Articulated Programs, transfer of credits and credentials and credential requirements in effect as of the Effective Date.

#### **V. Publicity and Promotion**

a. During the term of this Agreement, the Institutions shall develop and agree upon a mutually acceptable marketing and student recruitment plan to promote the Reynolds-UMUC alliance and inform students of the opportunities available at both institutions under this Agreement. Reynolds agrees to promote the Alliance to Reynolds students by allowing UMUC ([www.umuc.edu](http://www.umuc.edu)) to place marketing materials in student service centered departments, on the Reynolds website ([www.reynolds.edu](http://www.reynolds.edu)) and other Reynolds transfer publications. 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 any such materials.

b. Reynolds agrees to share with UMUC twice per year e-mail addresses for those students with 30 credits or more enrolled in articulated or parallel programs with UMUC, and for recent associate's degree graduates of Reynolds. The e-mail addresses will be provided in the fall and spring each year. UMUC will communicate via e-mail with these students and graduates to promote associate degree completion with transfer to a UMUC bachelor's degree, guaranteed admission for Reynolds graduates, and scholarship opportunities. UMUC will e-mail these students no more than two times annually and will not store the student's information in UMUC's prospect database. If a student expresses interest by responding to an e-mail, the student may then be entered into UMUC's database. UMUC will not sell the student e-mail addresses to any external organization or individual.

c. The institutions will discuss methods to publicize the transfer and applicability of transfer credit and to promote enrollment of and other opportunities for Reynolds's students and alumni at UMUC.

d. Neither Institution shall use the name or marks of the other party in connection with any product, service, promotion, news release or other publicity, without the prior written consent of the party whose name of likeness may be under consideration.

e. Notices. The Institutions will identify their respective representatives for this Agreement and share contact information from time to time.

## VI. General Provisions

a. All notices under this Agreement shall be in writing and shall be personally delivered or mailed registered or certified mail, postage prepaid, return receipt requested to the following parties at the designated address or such other address as shall be provided in writing by such party to the other party:

To UMUC, addressed to:

University of Maryland University College  
Waldorf Center for Higher Education  
3261 Old Washington Rd, Suite 1020  
Waldorf, MD 20602  
Attn: Luke Kasim

To Reynolds, addressed to:

J. Sargeant Reynolds Community College  
P. O. Box 85622  
Richmond, VA 23285  
Attn: Thomas N. Hollins, Jr.

b. This Agreement contains the entire agreement of the parties and supersedes any and all prior and/or contemporaneous agreements between the parties, written or oral, with respect to the subject matter of this Agreement. This Agreement may not be changed or modified orally, but may only be changed or modified by an agreement in writing signed by both parties.

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

d. Nothing in this Agreement is intended, shall be, or shall be deemed to constitute a partnership or joint venture between the parties. Nothing in this Agreement is intended, shall be, or shall be deemed to create rights or benefits in or to any person or entity other than the parties. IN WITNESS WHEREOF, the Institutions, by their duly authorized representatives, have entered into this Agreement as of the Effective Date.

UNIVERSITY OF MARYLAND  
UNIVERSITY COLLEGE

By: Javier Miyares

Printed Name: Javier Miyares

Title: President

Date: 7/13/15

J. SARGEANT REYNOLDS  
COMMUNITY COLLEGE

By: Gary Rhodes

Printed Name: GARY L. Rhodes

Title: President

Date: 6-8-2015