



## **ARTICULATION AGREEMENT**

**Blue Ridge Community and Technical College  
Associate of Science in Business Administration**

**Mount St. Mary's University  
Bachelor of Science in Business**

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018.  
(date) (month)

## PURPOSE OF AGREEMENT

This agreement is entered into to serve the instructional needs of Blue Ridge CTC students and graduates. The general purpose of this agreement is to make clear the terms of this articulation agreement.

There are three specific goals under this agreement. First, it is the intent that this articulation agreement will facilitate a smooth transition from Blue Ridge CTC's Business Administration program to the B.S. in Business program at MSMU-Frederick. Blue Ridge CTC graduates will understand how Mount St. Mary's University transfers the credits they earn at Blue Ridge CTC, as well as the changes in requirements that may permit more flexible scheduling once the student has been admitted to and enrolled at Mount St. Mary's University Frederick campus. This agreement provides a systematic plan for students to continue their higher education beyond the A.S. degree from Blue Ridge CTC.

Second, this agreement is a publication of a clear set of understandings and expectations for both institutions and programs. Making our expectations clear to students and between institutions not only contributes to the first goal, but also allows institutions to work collaboratively to meet the needs of Blue Ridge CTC graduates. Like any policy agreement, this articulation agreement will need to be updated, revised and refined as instructional programs are revised.

Third, Blue Ridge CTC encourages graduates to continue their educational pathway in Business for both personal and professional development, as well as career advancement in the Business profession. This articulation agreement facilitates students' successful achievement of credentials in the field.

The following sections describe the specifics of the agreement.

### **A.S. in Business Administration - B.S. in Business Transfer Agreement**

The Business Administration degree at Blue Ridge CTC is considered a transfer program. Therefore, students who complete the A.S. degree in Business Administration and meet the GPA requirement will be able to transfer up to 75 credits (the maximum allowable) to Mount St. Mary's University as shown in Table 1 below. Blue Ridge CTC transfer students who complete the A.S. degree and have earned 60 credits will matriculate at junior standing. Further, this agreement allows the student who has obtained an A.S. degree in Business Administration from Blue Ridge CTC and who has enrolled in the Business program at Mount St. Mary's University to apply up to 25 transfer credits to required components of the major.

## ARTICULATION AGREEMENT

Blue Ridge Community and Technical College,  
Associate of Science in Business Administration  
and Mount St. Mary's University, Bachelor of Science in Business

Blue Ridge Community and Technical College (hereafter referred to as Blue Ridge CTC), a community college in Martinsburg, West Virginia, and Mount St. Mary's University's campus in Frederick, Maryland (hereafter referred to as MSMU-Frederick) or Emmitsburg, Maryland (hereafter referred to as MSMU-Emmitsburg), agree to offer an articulated program leading to the award of an Associate of Science (A.S.) in Business Administration from Blue Ridge Community and Technical College and a Bachelor of Science (B.S.) in Business from Mount St. Mary's University. They further agree that students from Blue Ridge CTC, through this articulation policy, will be allowed to transfer credits earned for the A.S. at Blue Ridge CTC to Mount St. Mary's University, leading to the award of the B.S. degree at Mount St. Mary's University.

The following general principles guide the operation of this Agreement:

1. The program is designed for graduates of the A.S. degree at Blue Ridge CTC for the Business Administration degree at MSMU- Frederick. A maximum of 75 credit hours from Blue Ridge CTC will be allowed toward fulfillment of the 120 credit hours required for baccalaureate completion. Mount St. Mary's University cannot guarantee that a transfer student will graduate in four semesters.
2. All traditional academic courses are eligible for transfer but no remedial or developmental courses will be considered. Only grades of C or higher will be accepted for transfer. Typically, courses meeting general education requirements at Blue Ridge CTC will transfer to MSMU-Frederick, as general education credits, although there may be occasional exceptions.
3. Students must maintain a 2.5 cumulative grade point average or greater at Blue Ridge CTC in order to transfer.
4. The maximum number of credits that will be accepted by Mount St. Mary's University toward degree requirements from non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores) is 30. Appropriate scores are determined by Mount St. Mary's University. Technology Prep credits will not transfer. Credit awarded for experiential learning ("life experience") is not recognized by, and is not transferable to, the Business program at Mount St. Mary's University. CPL (Credit for Prior Learning) can be used for general elective credit.

5. Once the A.S. is completed and the student has been admitted to Mount St. Mary's University the student may commence the B.S. in Business degree by making the required payments and registering for classes.
6. While Blue Ridge CTC and Mount St. Mary's University do not presently have a dual enrollment program, should one be agreed to, this agreement will not preclude students from participation and students may apply for and receive the benefits of dual enrollment. Those students would then be subject to the policies of said program should they apply.
7. Blue Ridge CTC students who have completed the A.S. in Business Administration degree will be given every consideration for financial assistance and will be eligible to compete for academic scholarships at Mount St. Mary's University.
8. This agreement becomes effective on the date set forth on the first page of this document. Blue Ridge and Mount St. Mary's University agree to publicize this program. They further agree to monitor the performance of this agreement and to revise it as necessary. The agreement may be terminated by either party for due cause and after adequate notice to the other. Termination of the agreement will not affect any students currently enrolled at Blue Ridge CTC in the Business Administration program at the time of termination, and they shall be able to transfer credits pursuant to this agreement, as long as they maintain continuous enrollment at Blue Ridge CTC.

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Associate Provost  
Mount St. Mary's University – Frederick Campus

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Dr. Peter G. Checkovich  
President  
Blue Ridge Community & Technical College

**Table 1.** List of Blue Ridge CTC course credits transferred to MSMU-Frederick

Blue Ridge CTC Courses	Required or Elective for Blue Ridge	Credits transferred to MSMU		
		for Business Admin Major	Core Reqs/ General Credits	MSMU equivalent
ART 103 or MUSC 111	Required		3	Arts, Literature, Music, Theatre
Biological Gen Ed Science with lab or Physical Science with lab	Required		4	Lab Sci
COMM 202 Fundamentals of Speech	Required		3	General Elective
ENGL 101 Written English	Required		3	College Writing
ENGL 102 Writing for the Arts & Hum	Required		3	Elective
ENGL 204 or 208 Literature	Required		3	Arts, Humanities, History or Language
HIST 101 or 102 World History	Required		3	History
MATH 114 Prob and Stats Math	Required	3		Math/Quantitative Methods: Statistics
PSCI 101 American Federal Government	Required		3	Soc Sci
PSYC 203 or SOCI 203	Required		3	Elective
GSPE 210 Fitness for Life	Required		3	Elective
Elective			3	Elective
ACCT 201 Principles of Accounting I	Required	3		ACCT 101
ACCT 202 Principles of Accounting II	Required	3		ACCT 102
BUSN 205 Business Ethics	Required	3		BUS 250
BUSN 231 Marketing	Required	3		BUS 313
BUSN 201 Principles of Management	Required	3		BUS 307
ECON 205 Principles of Macroeconomics	Required	3		ECON 101
ECON 206 Principles of Microeconomics	Required	3		ECON 102
LGST 212 Business Law	Required	3		BUS 301
				<b>Total Credits</b>
	<b>Total</b>	<b>27</b>	<b>34</b>	<b>61</b>

**Table 2.** List of courses to be taken at MSMU to fulfill the requirements for the B.S. in Business after transferring from Blue Ridge CTC with an A.S. in Business Administration

Courses Taken at MSMU	Required or Elective for MSMU	Major Credits	Core Reqs and Electives	
<u>Core Curriculum</u>				
GE 200 Mount Seminar	Required		3	
PHIL 200 Introduction to Philosophy	Required		3	
PHIL 301 Moral Philosophy	Required		3	
THEO 200 Biblical Foundation	Required		3	
THEO 202 The Gospels or THEO 210 Christology	Required		3	
HINW Non West Culture/Global Encounters	Required		3	
<u>MAJOR REQUIREMENTS</u>				
BUS 311 Business Information Systems	Required	3		
BUS 344 Operations & Supply Chain Management	Required	3		
BUS 360 Corporate Finance	Required	3		
ECON 360 Global Economics	Required	3		
Business cases course or approved Business elective	Required	3		
BUS 400 Business and Society (senior co-capstone)	Required	3		
BUS 404 Business Policy (senior co-capstone)	Required	3		
BUS 225 Technology Skills for Business or Business Elective	Required	3		
Business Elective*	Required	3		
<u>FREE ELECTIVES</u>				
Free electives	Electives		15	<b>Total Credits</b>
	<b>Total</b>	<b>27</b>	<b>33</b>	<b>60</b>

*\*At least half of the credits in the major (49 credits total) must be taken at MSMU.*

Blue Ridge CTC students transferring to the Business program at MSMU-Frederick, should be aware that the Business curriculum is built upon a series of established course sequences. For students to progress through the program, they must have the appropriate pre-requisites, co-requisites, and must also achieve sufficient GPA levels. Transfer students must maintain a 2.0 cumulative GPA each semester in order to remain in good academic standing. In order to graduate, a student must have at least a 2.0 cumulative GPA and at least a 2.0 GPA in their major.

## Useful Contacts

For students following this agreement, the staff at Blue Ridge Community and Technical College and MSMU-Frederick campus, are ready to assist.

Admission and advising information for the A.S. in Business Administration at Blue Ridge CTC can be obtained by contacting the following personnel:

Todd Cimino-Johnson, M.B.A., M.A.  
*Program Coordinator of Business & Economics/FBLA-PBL Adviser/Rotaract Adviser*  
Department of Professional Studies and University Transfer  
**BlueRidge** Community & Technical College  
13650 Apple Harvest Drive  
Martinsburg, WV 25403  
Office Phone: 304-260-4380 ext.2327

Jacqueline Griggs  
Coordinator of Academic Affairs  
Assistant Professor  
Blue Ridge Community and Technical College  
School of Professional Studies and University Transfer  
13650 Apple Harvest Drive  
Martinsburg, WV 25403  
Office Phone: 304-260-4380, extension 2351

For information about admission to Mount St. Mary's University, contact the following personnel:

Janene M. Petrie, M. A.  
Director  
Accelerated Undergraduate Programs  
MSMU-Frederick Campus  
301-682-8315  
[petrie@msmary.edu](mailto:petrie@msmary.edu)

**Appendix A**  
**Proposed Course Schedule for MSMU-Frederick**

Fall Year 1 at Blue Ridge CTC	Credit	Spring Year 1 at Blue Ridge CTC	Credit
EN101 Written English	3	ENGL 102 Writing for the Arts & Hum.	3
COMM 202 Fundamentals of Speech	3	Gen Ed Physical Science or Bio Science	4
MATH 114 Probability and Statistics	3	PSYC 203 or SOCI 203	3
BUSN 205 Business Ethics	3	BUSN 201 Principles of Management	3
ECON 205 Prin. of Macroeconomics	3	ECON 206 Prin. of Microeconomics	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>16</b>

Fall Year 2 at Blue Ridge CTC	Credit	Spring Year 2 at Blue Ridge CTC	Credit
CAS 111	3	HIST 101 or 102 World History	3
ENGL 204 or 208 Literature	3	ACCT 202 Principles of Accounting II	3
PSCI 101 American Federal Govt.	3	BUSN 231 Marketing	3
ACCT 201 Principles of Accounting I	3	LGST 212 Business Law	3
GSPE 210 Fitness for Life	3	ART 103 or MUSC 111	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

Fall Year 3 at MSMU	Credit	Spring Year 3 at MSMU	Credit
GE 200 Mount Seminar	3	BUS 344 Operations/Supply Chain Mgmt.	3
BUS 311 Business Info Systems	3	ECON 360 Global Economics	3
Elective	3	BUS 360 Corporate Finance	3
PHIL 200 Introduction to Philosophy	3	HINW 395 Non West/Global Encounters	3
<i>Elective</i>	3	PHIL 301 Moral Philosophy	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

Fall Year 4 at MSMU	Credit	Spring Year 4 at MSMU	Credit
BUS 400 Business in Society (capstone)	3	BUS 404 Business Policy (capstone)	3
<b>Business Cases</b> (or Business elective)	3	THEO 202 The Gospels or THEO 210 Christology	3
THEO 200 Encountering Christ	3	<i>Elective</i>	3
Elective	3	<i>Elective</i>	3
<i>Elective</i>	3	<i>Elective</i>	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

*Notes: It should be noted that no more than 75 credits will be brought in as transfer credits, and that of those credits, MSMU will not accept any remedial courses and MSMU will not accept more than 3 credit hours of PE/Health. MSMU also cannot guarantee that a student will finish in 2 years.*

<b>25 credits in major courses at Blue Ridge CTC</b>	<b>27 credits in major courses at MSMU</b>
<b>61 total credits transferred from Blue Ridge CTC</b>	<b>60 credits at MSMU</b>