

Program Transfer Agreement

Harford Community College & Towson University

Bachelor of Science (B.S.) Degree in Business Administration (2024-2029)

Harford Community College, a community college located in Bel Air, Maryland, and Towson University, a four-year public institution located in Towson, Maryland, agree to follow the articulation of courses outlined in the articulation (course equivalency) document, for completion of the requirements for Towson University's Bachelor of Science degree in Business Administration (Attachment A), which is attached to, and incorporated by reference into, this Program Transfer Agreement. The following principles guide the operation of this Program Transfer Agreement, with the requirements for transfer in specific curricula set forth in Attachment A.

1. Students who have completed the Associate of Science degree in Business Administration at Harford Community College may transfer into Towson University's Bachelor of Science in Business Administration program with junior standing provided that the student has completed all courses identified in Attachment A with a cumulative GPA of 2.00 or higher. Courses completed at Harford Community College with 300 or 400 level Towson University course equivalencies will transfer as lower-level credit but will satisfy course content as indicated.
2. Only Harford Community College courses in which a grade of C (2.00 GPA) or better is earned will apply toward the major at Towson University.
3. The number of transferable Harford Community College credits specific to the Bachelor of Science in Business Administration program is reflected in Attachment A. The standard credit weighting for Harford Community College's Associate of Science degree in Business Administration is 60 credits. Towson University will accept a maximum of 64 transfer credits from Harford Community College toward fulfilling the 120 credit hours required for baccalaureate completion.
4. In accordance with the Maryland Higher Education Commission's credit transfer policy pertaining to general education requirements, Towson University will accept the completion of Harford Community College's general education requirements and students will be required to complete additional courses at Towson University to satisfy the remaining Core Curriculum requirements as shown in Attachment A.
5. Towson University recognizes college-level experiential learning gained through previous work, military and/or volunteer service or life experience. Credit for prior learning may also be established through course challenge or standardized credit by examination.


6. Harford Community College students transferring to Towson University will be given every consideration for financial aid and will be eligible to compete for academic scholarships upon entrance to Towson University subject to stated scholarship deadlines.
7. Both Harford Community College and Towson University agree to work together to facilitate the transfer of students from Harford Community College to Towson University to work cooperatively to ensure the high quality of the programs at the respective institutions. The transfer of students will be in accordance with the policies and procedures of both institutions, as they may be amended from time to time.
8. This Program Transfer Agreement will be in effect initially for five years, beginning with the commencement of the *Spring 2024 semester* and ending after the *Spring 2029 semester*, with a review every year by both parties. Any revisions the parties deem necessary must be evidenced in writing and signed by the authorized officials of each institution. The Program Transfer Agreement may be terminated by either party for due cause and after adequate notice of not less than six months is given to the other party.
9. Towson University will provide information on the academic progress of Harford Community College transfer students enrolled under the terms of this Program Transfer Agreement upon request by Harford Community College and in compliance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and applicable Towson University policies and procedures.
10. This Program Transfer Agreement, when signed, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings between the parties respecting the matter hereof.

HARFORD COMMUNITY COLLEGE AND TOWSON UNIVERSITY

Diane N. Ryan
Diane N. Ryan (Mar 22, 2024 10:33 EDT)

Dr. Diane Ryan
Vice President
Academic Programs

Date: Mar 22, 2024


Dr. Melanie Perreault
Provost and Executive Vice President for
Academic Affairs

Date: 3/1/24

2+2 Articulation Agreement for Harford Community College and Towson University

Associate’s Degree: A.S. in Business Administration

Bachelor’s Degree: B.S. in Business Administration

Effective Term: Spring 2024

Section 1: Course Completion Plan for Harford Community College

This section outlines the courses to satisfy Harford Community College (HCC) general education and program requirements in order to complete both HCC and Towson University (TU) degrees within a total of four years and earn the minimum required 120 units/credits.¹ The following tables do not include any nontransferable or prerequisite coursework outside of the curriculum.

Table 1: HCC General Education Courses Applied to TU Core Curriculum

HCC Requirement	HCC Course to Take	Credits	TU Equivalent Course
English Composition	ENG 101 English Composition (GE)	3	ENGL 102 Writing for a Liberal Education
Mathematics	MATH 212 Calculus with Applications (GM)	3	MATH 211 Calculus for Applications
Arts & Humanities	Choose one of the following: <ul style="list-style-type: none"> ▪ PHIL 205 Ethics (GH) ▪ PHIL 220 Bioethics (GH) ▪ PHIL 221 Business Ethics (GH) ▪ PHIL 222 Environmental Ethics (GH) 	3	<ul style="list-style-type: none"> ▪ PHIL 103 Introduction to Ethics ▪ PHIL T61 Biomedical Ethics ▪ PHIL T71 Business Ethics ▪ PHIL 255 Environmental Ethics
Arts & Humanities	Arts/Humanities Elective (GH) (D)	3	Equivalency will vary by course
Behavioral & Social Science	ECON 101 Macroeconomics (GB)	3	ECON 202 Macroeconomic Principles
Behavioral & Social Science	ECON 102 Microeconomics (GB)	3	ECON 201 Microeconomic Principles
Biological & Physical Sciences	Biological/Physical Lab Science Elective (GL)	4	Equivalency will vary by course
Biological & Physical Sciences	Biological/Physical Science Elective (GS)	3	Equivalency will vary by course

HCC general education credits: 25

¹ Note that Harford Community College awards academic “credit” for its courses, whereas Towson University uses the term “unit” in reference to the credit hour weighting assigned to its undergraduate courses. For the purposes of this articulation agreement, the terms “credit” and “unit” are interchangeable.

Completing the courses above will satisfy the general education program at HCC. TU will transfer these courses without a course-by-course match to the Core Curriculum requirements. See section 2 for details.

Table 2: HCC Program Requirements and Electives Applied to TU Degree

HCC Requirement	HCC Course to Take	Credits	TU Equivalent Course
Program Requirement	BA 101 Introduction to Business (GI)	3	General Lower-Level Elective
Program Requirement	CIS 102 Introduction to Information Sciences (GI)	3	COSC 111 Information and Technology for Business
Program Requirement	ACCT 101 Accounting Principles I	3	ACCT 201 Principles of Financial Accounting
Program Requirement	ACCT 102 Accounting Principles II	3	ACCT 202 Principles of Managerial Accounting
Program Requirement	BA 246 Legal Environment of Business	3	LEGL 225 Legal Environment of Business
Program Requirement	MATH 216 Introduction to Statistics (GM)	4	MATH 231 Basic Statistics
Program Requirement	CMST 101 Speech Fundamentals (GI)	3	COMM 131 Public Speaking
Program Requirement	Choose one of the following: <ul style="list-style-type: none"> ▪ ENG 102 English Composition and Literature ▪ ENG 109 English Composition: Research Writing ▪ ENG 216 Business Communications 	3	ENGL TLL English Lower-Level Elective
Physical Education Elective	Physical Education Elective	1	Equivalency will vary by course
General Elective	BA, SCM, FIN or ACCT Elective (not BA 203 or BA 109)	3	Equivalency will vary by course
General Electives	General Electives (See Advisor)	6	Equivalency will vary by course

- **HCC program requirements and elective credits applied to the TU degree: 35 credits**
- **Total HCC credits applied to the TU Core Curriculum to fulfill TU general education requirements: 37 credits (includes courses taken at HCC to meet general education requirements [see Table 1] and program requirements [see Table 2] for the A.S. degree)**
- **Total HCC credits transferred to TU: 60**

While HCC's A.S. degree in Business Administration is 60 credits, HCC students may transfer a maximum of 64 credits toward TU's B.S. degree in Business Administration. The application of these additional credits beyond the 60-credit standard will be determined by TU on an individual case-by-case basis. If students do not adhere to the courses outlined above in Tables 1 and 2, they are not guaranteed completion of the bachelor's degree in two years. Refer to section 2 for specific course details and transfer planning information.

Section 2: HCC Course Selection & Transfer Details

This section explains any specific course selections made in section 1 and provides transfer planning guidance specific to this degree plan. Students must follow the course selections outlined in this document. If students do not complete all of the courses outlined in this agreement, they will be required to complete the outstanding requirements at TU.

GENERAL EDUCATION

Students must take the following courses for their general education requirements. Students must earn a minimum grade of C in the following courses to satisfy TU major requirements.

- **Mathematics:** It is recommended to take **MATH 212 Calculus with Applications (GM)** to satisfy the major requirement of **MATH 211 Calculus for Applications** at TU. Students who do not complete MATH 212 at HCC must complete MATH 211 or MATH 273 at TU.
- **Behavioral & Social Sciences: ECON 101 Macroeconomics (GB)** to satisfy the major requirement of **ECON 202 Macroeconomic Principles**.
- **Behavioral & Social Sciences: ECON 102 Microeconomics (GB)** to satisfy the major requirement of **ECON 201 Microeconomic Principles**.

The following information explains the transfer of students' general education courses:

- TU will recognize the courses in Table 1 (see section 1) as a completed general education program. Students will receive a core package that satisfies most of the TU Core Curriculum without the need for course-by-course placement in specific Core Curriculum requirements.
- Students entering into this agreement will need to complete one Core Curriculum requirement at TU: Advanced Writing Seminar (Core 9). Students not completing the courses listed in Tables 1 and 2 above will be required to complete additional Core Curriculum requirements at TU.

PROGRAM REQUIREMENTS

Students must take the following courses in order to also satisfy required courses in the major at TU. Students must earn a minimum grade of C in each of the following courses.

- **MATH 216 Introduction to Statistics (GB)** to satisfy the major requirement of **MATH 231 Basic Statistics**.
- **ACCT 101 Accounting Principles I** to satisfy the major requirement of **ACCT 201 Principles of Financial Accounting**.

- **ACCT 102 Accounting Principles II** to satisfy the major requirement of **ACCT 202 Principles of Managerial Accounting**.
- It is recommended to take **BA 246 Legal Environment of Business** to satisfy the major requirement of **LEGL 225 Legal Environment of Business** at TU. Students who do not complete BA 246 at HCC must complete LEGL 225 at TU.

PROGRAM ELECTIVES

Students should not take **BA 203 Principles of Marketing** or **BA 109 Principles of Management** for the BA, SCM, FIN or ACCT elective coursework at HCC. These courses transfer as general lower-level credit and will not satisfy a major requirement for TU's B.S. in Business Administration.

LOWER-LEVEL EQUIVALENTS OF UPPER-LEVEL COURSES

A course number beginning with T or F indicates that it is a lower-level equivalent of an upper-level TU course. **PHIL T61 Biomedical Ethics** and **PHIL T71 Business Ethics** will satisfy a general education requirement but will not count toward the TU degree requirement for 32 upper-level units.

Section 3: Degree Requirements to be Completed at TU

This section outlines the degree requirements for students transferring into all Business Administration major tracks. Refer to section 4 for additional major requirements, recommendations, and university-wide degree requirements.

CORE CURRICULUM REQUIREMENTS: 4 UNITS

Core 9 Advanced Writing Seminar (4 units) (this will be satisfied by BUSX 301 Business Communications in the major)

REQUIRED BUSINESS COURSES: 26 UNITS

EBTM 250 Problem Solving in Business I (1 unit) (this course can be waived if students have previously obtained the Microsoft Office Specialist Excel Expert level certification)

EBTM 251 Problem Solving in Business II (1 unit)

EBTM 337 Enterprise Information Systems (3 units)

FIN 331 Principles of Financial Management (3 units)

MKTG 341 Principles of Marketing (3 units)

MNGT 361 Leadership and Management (3 units)

BUSX 460 Professional Experience (3 units)

EBTM 350 Business Analytics (3 units)

EBTM 365 Principles of Operation Management (3 units)

MNGT 481 Strategic Management (3 units)

MAJOR CONCENTRATION/TRACK: 21-24 UNITS

Business Analytics: 21 units

Economics: 21 units

Entrepreneurship: 24 units
Finance: 24 units
Financial Planning: 21 units
Human Resource Management: 24 units
International Business: 24 units
Investments: 21 units
Leadership and Management: 24 units
Marketing: 24 units
Project Management and Business Analysis: 24 units

GENERAL ELECTIVES: 6-9 UNITS

The total number of elective units required will be determined by the total units completed within the major. Electives can be additional major electives or courses for personal interests.

Section 4: Additional Requirements & Recommendations for TU Degree Completion

ADDITIONAL REQUIREMENTS FOR BUSINESS ADMINISTRATION

Business Administration is a screened major at TU. Students must first choose to major in pre-Business Administration (PBUA) and are then admitted into the business administration major (BUAD) only after successfully completing a set of required courses with at least a C grade. Students must earn an overall GPA of 2.00 or higher. Students will not be allowed to take major-only courses until they have successfully completed all of the PBUA courses and have subsequently been admitted into the BUAD major.

BACHELOR'S DEGREE REQUIREMENTS FOR ALL STUDENTS

- A grade of C (2.0) or higher is required in all major courses and prerequisites.
- A cumulative GPA of 2.0 is required.
- 32 units of the bachelor's degree must be completed at the upper level (courses numbered 300 or above).
- Certain majors may have additional requirements for graduation. Students should follow the specific requirements outlined in the catalog for the major.

Degree Completion Summary

Total Units Required for TU B.S. in Business Administration Degree	120 UNITS
HCC A.S. Degree in Business Administration	60
Completion of Core Curriculum at TU	4
Business Administration Required Business Coursework at TU	26
Business Administration Major Concentration/Track Coursework requirements at TU	21-24
General Electives Taken at TU	6-9