

Memorandum of Understanding
Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BS) Option:
A Collaborative Degree Option of Carroll Community College (CCC)
and Stevenson University, Inc. (SU)

I. Summary

The Carroll Community College (CCC) and Stevenson University, Inc. (SU) agree to offer a collaborative option in which students will pursue an Associate of Science (AS) degree in Nursing at CCC and then continue to complete a Bachelor of Science (BS) degree in Nursing at SU. The Associates of Science to Bachelor of Science degree option described in this Memorandum of Understanding shall be referred to as "ATB".

II. Overview

The goal of the ATB is to increase the number of Baccalaureate prepared nurses in the community. This relationship will provide for an ease of transition and foster a relationship that encourages degree completion. Students will be simultaneously enrolled in both institutions during the time period in which they are earning the AS degree. Following successful completion of the NCLEX-RN® exam, students will be enrolled only at SU for the completion of the BS degree.

III. Overall Requirements

- a. Students must meet application requirements for CCC as a degree seeking student during the time they are enrolled in the AS degree portion of the curriculum.
- b. Students must meet the application requirements for SU as a degree-seeking student during the entire time they are enrolled in the ATB.
- c. Students must be dually enrolled at CCC and SU for the time period during which they are earning their AS degree in Nursing.
- d. Students must meet programmatic screening requirements established by mutual consent of the two institutions for full acceptance into the ATB.
- e. Students must meet programmatic progression policy requirements to meet academic rigor throughout matriculation. Procedures regarding disciplinary action and, as warranted, program dismissal, will be established by SU and CCC to insure compliance.
- f. Students in the ATB will follow all SU policies and procedures.
- g. The AS degree will be awarded by CCC upon successful completion of the nursing AS degree requirements.
- h. Students must pass the NCLEX-RN® examination prior to enrollment in SU NURS 424: Health in the Community.
- i. The BS degree will be awarded by SU upon successful completion of the BS degree requirements.
- j. A collaborative ATB Committee, composed of CCC and SU representatives, will be designated to serve as the leadership for the ATB.

- k. Upon execution and until termination of this Agreement, SU and CCC shall maintain sufficient insurance, including worker's compensation insurance as required by law.
- l. Indemnification- CCC hereby agrees to indemnify, defend, and hold harmless SU including its Board of Trustees, officers, employees, agents, directors, volunteers, successors and assigns from claims, causes of actions, suits, liabilities, damages, losses, demands, costs, expenses, or judgments including courts fees or attorneys' costs arising out of, by reason of, or in connection with the parties participation under this MOU, except in the event of an occurrence as a result of the SU's sole negligence.

SU hereby agrees to indemnify, defend, and hold harmless Carroll County Commissioners, CCC and its Board of Trustees, officers, employees, agents, directors, volunteers, successors and assigns from claims, causes of actions, suits, liabilities, damages, losses, demands, costs, expenses, or judgments including courts fees or attorneys' costs arising out of, by reason of, or in connection with the parties participation under this MOU, except in the event of an occurrence as a result of the CCC's sole negligence. The duties arising under this paragraph shall survive the termination of this MOU.

IV. Curriculum

- a. SU and CCC will each identify one person from its respective institution who will be the primary contact person for the dual ATB and who will provide overarching coordination between the institutions.
- b. The ATB contact person will propose curricular and/or programmatic changes, subject to approval by the respective institution.
- c. Any such programmatic and/or curricular changes that effect AS degree requirements will be submitted to the respective CCC curriculum approval body, which has responsibility for final approval.
- d. Similarly, any such programmatic and/or curricular changes that affect the BS degree requirements will be submitted to a SU curriculum approval body, which has responsibility for final approval.
- e. The CCC Nursing Program Administrator, in consultation with the ATB contact persons, will be responsible for assuring that the ATB's curriculum content meets accreditation requirements for the AS degree. This includes notification to the Maryland Board of Nursing and any accrediting agencies identified by the CCC Nursing Program.
- f. The SU Department of Nursing Chairperson, in consultation with the ATB contact persons, will be responsible for assuring that the ATB's curriculum content meets accreditation requirements for the BS degree. This includes notification to the Maryland Board of Nursing and any accrediting agencies identified by SU and Department of Nursing.
- g. CCC and SU shall each retain ownership of their respective courses, including materials and content, for which they have responsibility under this MOU.

V. Admissions

- a. Students will complete an application for admission into CCC and an application through Selective Admissions to the AS degree nursing ATB and pay all appropriate application fees to CCC. Students will sign a statement granting permission to forward applications and/or related documents to SU.
- b. The collaborative ATB committee will establish the screening criteria and select the students for the ATB.
- c. Selected students will complete the appropriate enrollment process for matriculation into SU.

VI. Administration

- a. The collaborative ATB Committee will oversee administrative issues related to admission processes, registration, billing, financial aid, student codes of conduct, academic standards, departmental standards, and other related student services for the ATB.
- b. Appointments to the Collaborative ATB Committee will be made by the CCC Nursing Program Administrator and the SU Department of Nursing Chairperson.
- c. The Committee will be co-chaired by a representative from each institution, and will meet no less than once every year.

VII. Student Services

- a. *Advising*
 - i. Academic advising for the ATB requirements, including General Education and prerequisite requirements for entry into the AS Degree portion of the ATB will be the responsibility of both institutions.
 - ii. Advising may be provided by SU or CCC personnel before the student is admitted to CCC. Once admitted, students will be assigned a CCC advisor for the duration of the AS degree portion of the ATB, and a SU advisor for the entire duration of the ATB. CCC and SU advisors will regularly confer about advisees.
 - iii. ATB information will be provided to each institution by the other institution for pre-advising purposes, so that each institution can knowledgeably respond to student questions about the ATB option.
 - iv. The Collaborative ATB Committee will establish advisement and mentoring protocols, to be reviewed annually, that address AS and BS degree requirements for use by advisors in each institution. The protocols will address the kinds of support needed for programmatic success by students enrolled in an intensive academic option.
- b. *Campus Access*
 - i. Web-based technology will be utilized for providing assistance with administrative procedures, including admissions, financial aid, registration

- and billing, grade collection and reporting, etc. Complete ATB information will be hosted on both CCC's and SU's nursing websites.
- ii. Once admitted to the ATB, students will have access to all student services at CCC, including but not limited to the library, recreation facilities, athletic events, etc. until the completion of the AS degree requirements. Students will have access to all student services at SU during the entire enrollment in the ATB.
 - iii. Each party represents and warrants that it is an equal opportunity employer and does not discriminate with regard to race, color, gender, sexual orientation, age, religion, national origin, disability, or other lawfully prohibited reasons. Neither party shall discriminate with respect to acceptance of qualified applicants into the ATB.
- c. *Student Records*
- i. Student records for the AS Degree ATB will be maintained by CCC.
 - ii. Student records for the BS Degree ATB will be maintained by SU.
 - iii. All CCC credits for non-nursing courses that are part of the curriculum plan as identified in the articulation agreement will be transferred to SU. SU will award 30 upper division nursing credits upon passage of NCLEX-RN®.
 - iv. Any SU credits which will be transferred to CCC in partial completion of AS Degree requirements will be posted on the students' records at CCC.
- d. *Financial Aid*
- i. SU will serve as the parent institution for awarding and dispersing of financial aid during student matriculation in the ATB. SU will serve as the parent institution for awarding and dispersing of financial aid after the Associate degree has been awarded.
 - ii. CCC will join in a formal consortium agreement with SU for administration of financial aid for the students in the ATB.
- e. *Registration*
- i. All information related to registration, including course offerings and schedule of classes for courses required for the ATB will be available through CCC Nursing website and SU Nursing website, developed jointly through the ATB coordinating committee or designee.
 - ii. Students will register for their CCC nursing courses through CCC, and for their SU courses through SU.

VIII. Distribution of Tuition and Fees

- a. *Revenue*
- i. CCC Students in the ATB will receive a 20% discount on SU tuition as long as they continue to meet the requirements for the ATB. This discount does not apply to SU student fees.
 - ii. Students will be billed separately by each institution and will pay for tuition and fees separately to each institution.

- iii. Students will be billed for CCC courses and fees at CCC rates and SU courses and fees at SU rates.
 - iv. Students pursuing coursework provided by CCC will adhere to the protocols and policies related to course registration, student conduct, discipline, and academic policies drop/add, and course withdrawal and issue of refunds as established by CCC.
 - v. Students pursuing coursework provided by SU will adhere to the protocols and policies related to course registration, student conduct, discipline, and academic policies, drop/add, and course withdrawal and issue refunds as established by SU.
 - vi. Students will be considered dually enrolled in both institutions once they have been accepted into the ATB and as long as they continue to meet the qualifications for the ATB.
 - vii. SU will be responsible for issuing refunds to students for SU courses.
 - viii. CCC will be responsible for issuing refunds to students for CCC courses.
- b. *Expenses*
- i. SU's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by SU.
 - ii. CCC's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by CCC.
 - iii. SU and CCC will establish a mechanism for each institution to contribute funds jointly to cover (a) marketing and promotional costs, e.g. open houses, printing, blast emails, promotional supplies, and (b) administrative expenses e.g., joint meetings, travel costs related to advisory board.

IX. Faculty

- a. The CCC Nursing Program Administrator, in conjunction with the Nursing Campus Directors, will determine all teaching assignments for the AS degree courses offered at CCC.
- b. The SU Associate Dean of GPS Nursing will determine all teaching assignments for the ATB courses offered through SU.
- c. The appointment of SU's ATB contact person will be the sole responsibility of SU, and the appointment of CCC's ATB contact person will be the sole responsibility of CCC.
- d. Each Party shall be separately responsible for its faculty who teach its own courses in the ATB.

X. Review/Modification of this Memorandum of Understanding

- a. This Memorandum of Understanding will be reviewed annually by the Collaborative ATB Committee.
- b. This MOU may be modified only by written agreement signed by the authorized representatives of both parties.

XI. ATB Changes

- a. Material changes to the ATB, curtailment or discontinuance of this ATB will be submitted to the Maryland Higher Education Commission through a transmittal letter signed by the Presidents and Provosts/Vice President for Academic Affairs from both institutions.
- b. This MOU shall be governed by and interpreted under the laws of the State of Maryland.

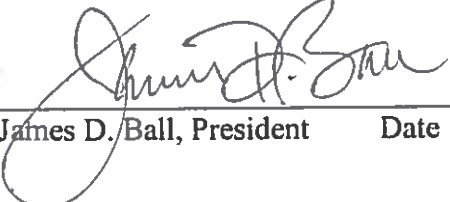
This MOU becomes effective upon signature by all parties and shall continue in effect unless terminated by either party. Either party may terminate this MOU upon written notice to non-terminating party no later than 60 days prior to the beginning of the non-terminating party's subsequent semester. In the event of termination, each party agrees that students enrolled in the ATB at the time of the written notice of termination is given may continue to participate in the ATB until such student has the opportunity to complete the required courses and earn a BS degree. However, in no event shall this obligation survive for more than two years after the effective termination date of this MOU.

This MOU constitutes the entire agreement between the parties with respect to the degree ATB described in the "Summary and Overview" sections and supersedes all previous agreements between the parties related to the ATB, whether written or oral. Nothing in this MOU creates an "academic program" or "division: or school of study," rather, this MOU represents only the collaborative effort between the parties to purposefully coordinate classes at each institution.

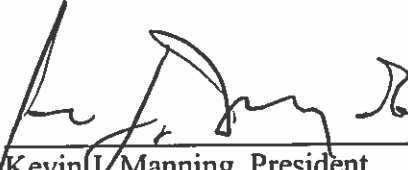
We, the undersigned, approve this MOU on behalf of our respective institutions.

Carroll Community College


Stevenson University, Inc.

 3/15/16


 James D. Ball, President Date

 4/8/16


 Kevin J. Manning, President Date

 3/15/16

 Jan L. Ohlemacher Date
 Vice President of Academic & Student Affairs

 4-8-16

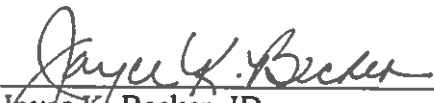
 Paul Lack, Executive Vice President Date
 for Academic Affairs and Dean




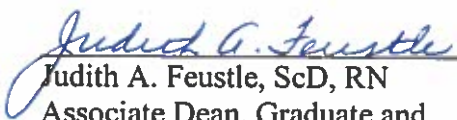
 Nancy N. Perry, DNP, RN, CNE Date
 Nursing Program Director

 04/07/16

 Susan Gorman, Senior Associate Date
 VP of Academic Affairs

 4/6/16
Joyce K. Becker, JD Date
Dean, School for Graduate and Professional
Studies

 4/7/16
Ellen Clayton, Chair, Date
Nursing Department

 4/6/2016
Judith A. Feustle, ScD, RN Date
Associate Dean, Graduate and
Professional Studies Nursing

