

Memorandum of Understanding
Associate Degree in Nursing to Bachelor of Science in Nursing Option:
A Collaborative Degree Option of the College of Southern Maryland
and Stevenson University, Inc.

I. Summary

- a. College of Southern Maryland (“CSM”) 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 CSM and then continue to complete a Bachelor of Science (“BS”) degree in Nursing at SU.
- b. This document shall be referred to as the “MOU”, and the collaborative course of study which is the subject of this MOU is designated the “ATB”.

II. Overview

- a. 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.
- b. Following successful completion of the NCLEX-RN® exam, students will be enrolled only at SU for the completion of the BS degree.

III. General Requirements

- a. Students must meet application requirements for CSM 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 CSM 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 CSM to insure compliance.
- f. The AS degree will be awarded by CSM upon successful completion of the nursing AS degree requirements.
- g. Students must pass the NCLEX-RN® examination prior to enrollment in SU NURS 424: Health in the Community.
- h. The BS degree will be awarded by SU upon successful completion of the BS degree requirements.

IV. The Collaborative ATB Committee

- a. A Collaborative ATB Committee, (“The ATB Committee”) composed of CSM and SU representatives, will be designated to serve as the leadership for the ATB.
- b. The ATB Committee’s purpose will be to establish screening criteria, to draft and recommend policies and procedures for the efficient administration of the ATB, and

to annually review this Memorandum of Understanding and make recommendations for changes as appropriate. The ATB Committee will be co-chaired by a representative from each institution and will meet no less than once every year.

- c. Appointments to the Collaborative ATB Committee will be made by the CSM Nursing Program Administrator and the SU Associate Dean, SUO Nursing.

V. Curriculum

- a. SU and CSM will identify one person from each institution who will be the primary contact person for the ATB and who will provide coordination between the institutions. Each party may designate a contact person by written communication to the other institution on an as-needed basis. The person so identified shall be designated the Institutional Representative ("IR").
- b. The IR will propose curricular and/or programmatic changes, subject to approval by the respective institution. Any such changes that effect AS degree requirements will be submitted to the respective CSM curriculum approval body, which has responsibility for final approval.
- c. 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.
- d. The CSM Nursing Program Administrator, in consultation with the IRs, 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 CSM Nursing Program.
- e. The SU Associate Dean, SUO Nursing, in consultation with the IRs, will be responsible for assuring that the BS 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.
- f. CSM and SU shall each retain control of their respective courses, for which they have responsibility under this MOU, including but not limited to materials, content and instructional methods.

VI. Admissions

- a. Students will complete an application for admission into CSM and an application through Selective Admissions to the ATB, and pay all appropriate application fees to CSM. Students will sign a statement granting permission to forward applications and/or related documents to SU.
- b. Selected students will then complete the appropriate enrollment process for matriculation into SU. SU does not guarantee admission to any student; all students wishing to matriculate to SU shall be subject to all of SU's university and departmental admissions criteria.

VII. Administration

- a. The Collaborative ATB Committee shall 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. The ATB shall be administered in accord with the policies and procedure of each institution. When in conflict the Collaborative ATB committee shall make a good

- b. The ATB shall be administered in accord with the policies and procedure of each institution. When in conflict the Collaborative ATB committee shall make a good faith effort to resolve conflicts and disputes between the institutions. Neither institution shall be required to contravene any internal policy or law in the completion of its duties under this MOU.

VIII. 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 CSM personnel before the student is admitted to CSM. Once admitted, students will be assigned a CSM advisor for the duration of the AS degree portion of the ATB option, and a SU advisor for the entire duration of the ATB option. CSM 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 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 CSM's and SU's nursing websites.
 - ii. Once admitted to the ATB option, students will have access to all student services at CSM, 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 option.
 - 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 option.
- c. *Student Records*
 - i. Student records for the AS Degree will be maintained by CSM.
 - ii. Student records for the BS Degree will be maintained by SU.
 - iii. All CSM credits for non-nursing courses associated with the ATB will be transferred to SU. SU will award 30 upper division credits upon passage of NCLEX-RN®.
 - iv. Any SU credits which will be transferred to CSM in partial completion of AS Degree requirements will be posted on the students' records at CSM.
 - v. Each party shall maintain the confidentiality of all student records which comes into its possession, in accordance with FERPA, state and local confidentiality laws and institutional policies.

- d. *Financial Aid*
 - i. SU will serve as the parent institution for awarding and dispersing of financial aid during student matriculation in the ATB option. SU will serve as the parent institution for awarding and dispersing of financial aid after the Associate degree has been awarded.
 - ii. CSM will join in a formal consortium agreement with SU for administration of financial aid for the students in the ATB option.
- 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 CSM Nursing website and SU Nursing website, developed jointly through the ATB coordinating committee or designee.
 - ii. Students will register for their CSM nursing courses through CSM, and for their SU courses through SU.

IX. Distribution of Tuition and Fees

- a. *Revenue*
 - i. CSM nursing students and nursing alumni will receive a 20% discount on SU tuition specifically for the ATB, RNBS and/or RNMS options. This discount does not apply to SU student fees, books, or supplies.
 - 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 CSM courses and fees at CSM rates and SU courses and fees at SU rates.
 - iv. Students pursuing coursework provided by CSM will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by CSM.
 - v. Students pursuing coursework provided by SU will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of 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 option.
 - vii. SU will be responsible for issuing refunds to students for SU courses.
 - viii. CSM will be responsible for issuing refunds to students for CSM 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. CSM's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by CSM.
 - iii. SU and CSM 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.

X. Faculty

- a. The AACC Nursing Program Administrator will determine all teaching assignments for the AS degree courses offered at CSM.

- b. The SU Associate Dean -SUO Nursing will determine all teaching assignments for the ATB courses offered through SU.
- c. Each party shall be separately responsible for its faculty who teach its own courses in the option.
- d. Each party shall be responsible for the actions and omissions of their agents, servants and employees who participate in the collaborative ATB program, and each party shall indemnify and hold the other party harmless from the acts and omissions of each's respective faculty, administrators, employees and agents.

XI. Review/Modification of this Memorandum of Understanding

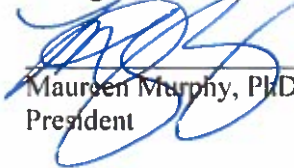
- a. This Memorandum of Understanding will be reviewed annually by the Collaborative ATB Committee.
- b. This MOU may be modified only by written agreement signed by the authorized representatives of both parties
- c. Substantial changes to the ATB, curtailment or discontinuance of the ATB will be submitted to the Maryland Higher Education Commission through a transmittal letter signed by the Presidents and Provosts/Vice President for Academic Affairs from both institutions.
- d. This MOU shall be governed by and interpreted under the laws of the State of Maryland.

XII. Effective Date and Term

- a. 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.
- b. 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.
- c. 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 option, whether written or oral.


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

College of Southern Maryland, by



 Maureen Murphy, PhD
 President

Stevenson University, Inc., by



 Elliot Hirshman, PhD
 President

[Signatures Continued Next Page]



Eileen Abel, PhD
Vice President, Academic Affairs



Susan T. Gorman, PhD
Executive Vice President Academic Affairs and
Provost



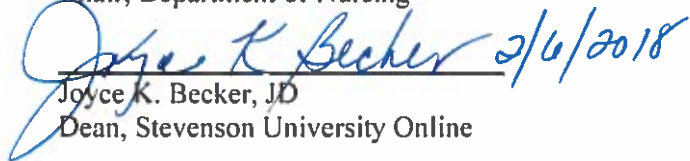
Laura Polk, PhD, RN, CNE
Chair, Health Sciences



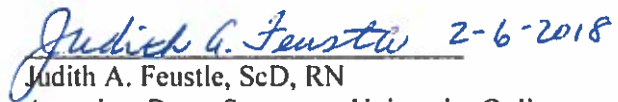
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