

Memorandum of Understanding
Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BSN) Degree
Program: A Collaborative Degree Program of the College of Southern Maryland
(CSM) and University of Maryland Global Campus (UMGC)

I. Summary

CSM and UMGC agree to offer a collaborative program in which students will pursue an Associate of Science (AS) degree in Nursing at CSM and then continue to complete a Bachelor of Science in Nursing (BSN) degree in Nursing at UMGC.

II. Overview

The goal of the collaborative program 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. Eligible students will be simultaneously enrolled in both institutions during the time period in which they are earning the AS degree in Nursing. Following successful completion of the NCLEX-RN® exam, students will be enrolled only at UMGC for the completion of the BSN degree.

III. Overall 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. In order to enroll in the Associates to Bachelor's Nursing program (ATB), students must also file an online application for admission with UMGC as a degree-seeking student.
- c. Students must be dually enrolled at CSM and UMGC 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 Nursing program.
- 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 UMGC and CSM to ensure compliance.
- f. The AS degree will be awarded by CSM upon successful completion of the nursing AS degree program requirements.
- g. Students must pass the NCLEX-RN® examination after the completion of their AS degree, to continue to the next level.
- h. The BSN degree will be awarded by UMGC upon successful completion of the BSN program requirements.

IV. Articulation of Credit

- a. UMGC shall award transfer credits to students subject to the terms and

conditions of this Agreement. UMGC will award transfer credit for students who have successfully completed the non-nursing courses, as identified in Appendix A. These courses and the UMGC credit they replace are the only substitutions allowed as part of this Agreement. UMGC and CSM shall update Appendix A by November 15th annually.

- b. Transfer of courses is conditional upon successful completion of the CSM courses. Before any credit is transferred, an official transcript reflecting successful completion of courses covered by the Agreement must be submitted to UMGC.
- c. UMGC policies and procedures regarding transfer credit apply to CSM credit.

V. Curriculum

- a. UMGC and CSM will each identify one person from its respective institution who will be the primary contact person for the dual enrollment program and who will provide overarching coordination between the institutions.
- b. The ATB Nursing contact person 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 BSN degree requirements will be submitted to the UMGC curriculum approval body, which has responsibility for final approval.
- d. The CSM Nursing Chair, in consultation with the ATB Nursing contact persons, will be responsible for assuring that the program'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 CSM and Department of Nursing.
- e. The UMGC, Program Director, Department of Nursing, in consultation with the ATB Nursing contact persons, will be responsible for assuring that the program's curriculum content meets accreditation requirements for the BSN degree. This includes notification to the Maryland Board of Nursing and any accrediting agencies identified by UMGC and Department of Nursing.
- f. CSM and UMGC shall each retain ownership of their respective courses, including materials and content, for which they have responsibility under this MOU.

VI. Admissions

- a. For admission in the ATB Nursing track, students will complete an application for admission into CSM and an application through Selective Admissions to the AS degree in nursing program. The application fee to UMGC will be waived.
- b. A collaborative ATB Nursing committee (composed of CSM and UMGC faculty and staff) will establish the screening criteria and select the students

- for the program.
- c. Information on students selected for admission by the ATB Nursing Committee will be forwarded to the UMGC Program Director or designee for final approval for those applicants who meet UMGC requirements.

VII. Administration

- a. A collaborative ATB Nursing Committee will be established to 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 Nursing program.
- b. Appointments to the ATB Nursing Committee will be made by the CSM Nursing Chair and the UMGC RN to BSN Program Director.
- c. The Committee will be co-chaired by a representative from each institution, and will meet no less than once every year.

VIII. Student Services

- a. *Advising*
 - i. Academic advising for the ATB Nursing degree program requirements, including General Education and prerequisite requirements for entry into the AS Degree portion of the ATB Nursing program will be the responsibility of both institutions.
 - ii. Academic advising may be provided by CSM faculty and/or staff 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 Nursing program. Student success coaches will be available to students for the duration of their time as a student at UMGC. CSM and UMGC advisors will regularly confer about advisees.
 - iii. Program 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 Nursing program.
 - iv. The collaborative ATB Nursing Committee will establish advisement and mentoring protocols, to be reviewed annually, that address AS and BSN 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 program.
- 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 program information will be hosted on both CSM's and UMGC's nursing websites.
 - ii. Once admitted to the ATB Nursing program, 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 UMGC during the entire enrollment in the ATB Nursing program.

- 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 program.

c. *Student Records*

- i. Student records for the AS Degree Program will be maintained by CSM.
- ii. Student records for the BSN Degree Program will be maintained by UMGC.
- iii. All CSM credits associated with the BSN program will be posted on the students' records at UMGC.
- iv. In accordance with the Maryland Statewide Nursing Education Articulation Agreement, nursing courses do not transfer. After students obtain their RN license, they will be awarded a block of 30 credits to be applied to the nursing major. Applicable non-nursing UMGC credits which will be transferred to CSM in partial completion of AS Degree Program requirements will be posted on the students' records at CSM.
- v. Both parties acknowledge and understand that disclosure of information about individual students is limited by the Federal Family Educational Rights and Privacy Act (FERPA), Maryland law, and UMGC and CSM policies and procedures.
- vi. If either party requests information specific to individual students, any such release of information is conditioned upon the execution of a FERPA Release, which can be found at <https://www.umgc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm> for UMGC and <https://www.csmd.edu/about/policies/ferpa.html> for CSM.

d. *Financial Aid*

- i. CSM and UMGC will share financial aid information on dual-enrolled ATB Nursing students to ensure federal regulation concerning the awarding and disbursement of Federal Financial Aid under Title IV are adhered to.

e. *Registration*

- i. All information related to registration, including course offerings and schedule of classes for courses required for the ATB Nursing program will be available through CSM Nursing website and UMGC Nursing website, developed jointly through the ATB Nursing coordinating committee or designee.

- ii. Students will register for their CSM nursing courses through CSM, and for their UMGC courses through UMGC.

IX. Distribution of Tuition and Fees

- a. *Revenue*
 - i. Students will be billed separately by each institution and will pay for tuition and fees separately to each institution.
 - ii. Students will be billed for CSM courses and fees at CSM rates and UMGC courses and fees at UMGC rates. Students who are eligible for admission to the ATB Nursing program will receive a discounted rate for UMGC courses. The discounted rate will be the rate offered through UMGC's Maryland Completion Scholarship.
 - iii. 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.
 - iv. Students pursuing coursework provided by UMGC will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue refunds as established by UMGC.
 - v. Students will be dually enrolled in both institutions during they are in the ATB Nursing program.
 - vi. UMGC will be responsible for issuing refunds to students for UMGC courses.
 - vii. CSM will be responsible for issuing refunds to students for CSM courses.

X. Faculty

- a. The CSM Nursing Chair, in conjunction with the Nursing Campus Directors, will determine all teaching assignments for the AS degree courses offered at CSM.
- b. The UMGC RN to BSN Program Director will determine all teaching assignments for the ATB Nursing courses offered through UMGC.
- c. The appointment of UMGC's ATB Nursing contact person will be the sole responsibility of UMGC, and the appointment of CSM's ATB Nursing contact person will be the sole responsibility of CSM.

XI. Review/Modification of this Memorandum of Understanding

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

XII. General Provisions

- a. Substantial changes to the program of study, curtailment or discontinuance of

this program 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.
- c. This agreement 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 program at the time of the written notice of termination is given may continue to participate in the program until such student has the opportunity to complete the required courses and earn the BSN degree. However, in no event shall this obligation survive for more than two years after the effective termination date of this MOU.
- d. This MOU constitutes the entire agreement between the parties with respect to the degree program described in the “Summary and Overview” sections and supersedes all previous agreements between the parties related to the Program, whether written or oral.

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

COLLEGE OF SOUTHERN MARYLAND

Rodney Redmond
By: Rodney Redmond (Jan 24, 2022 20:33 EST)

Name: Dr. Rodney Redmond

Title: Provost & Vice President of Learning

Date: Jan 24, 2022

UNIVERSITY OF MARYLAND GLOBAL CAMPUS

DocuSigned by:
Blakely Pomietto
By: B9DEBARD0253441

Name: Blakely Pomietto

Title: Chief Academic Officer

Date: 1/25/2022 | 12:46 PM EST