

Memorandum of Understanding
Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BS) Program:
A Collaborative Degree Program of the Community College of Baltimore County
(CCBC) and Institution Name)

I. Summary

The Community College of Baltimore County and Institution Name agree to offer a collaborative program in which students will pursue an Associate of Science (AS) degree in Nursing at CCBC (including the Essex and Catonsville campuses) and then continue to complete a Bachelor of Science (BS) degree in Nursing at Institution Name.

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. 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 INSTITUTION NAME for the completion of the BS degree.

III. Overall Requirements

- a. Students must meet application requirements for CCBC 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 Institution Name as a degree-seeking student during the entire time they are enrolled in the Associates to Bachelor's program (ATB).
- c. Students must be dually enrolled at CCBC and INSTITUTION NAME 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 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 INSTITUTION NAME and CCBC to insure compliance.
- f. The AS degree will be awarded by CCBC upon successful completion of the nursing AS degree program requirements.
- g. Students must pass the NCLEX-RN® examination on the first attempt, at the completion of their AS degree, in order to continue to the next level.
- h. The BS degree will be awarded by INSTITUTION NAME upon successful completion of the BS in nursing program requirements.

IV. Curriculum

- a. INSTITUTION NAME and CCBC 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 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 CCBC 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 the INSTITUTION NAME curriculum approval body, which has responsibility for final approval.
- d. The CCBC Nursing Administrator, in consultation with the ATB 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 CCBC and Department of Nursing.
- e. The INSTITUTION NAME Academic Chairperson, Department of Nursing, in consultation with the ATB contact persons, will be responsible for assuring that the program'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 INSTITUTION NAME and Department of Nursing.
- f. CCBC and INSTITUTION NAME 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 CCBC and an application through Selective Admissions to the AS degree nursing program, and pay all appropriate application fees to CCBC. Students will sign a statement granting permission to forward applications and/or related documents to INSTITUTION NAME.
- b. A collaborative ATB committee (composed of CCBC and INSTITUTION NAME faculty and staff) will establish the screening criteria and select the students for the program.
- c. Information on students selected for admission by the ATM Committee will be forwarded to the INSTITUTION NAME DON Admission and Continuance Committee for final approval for those applicants who meet INSTITUTION NAME requirements.

VI. Administration

- a. A collaborative ATB 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 program.
- b. Appointments to the ATB Committee will be made by the CCBC Nursing Program Administrator and the INSTITUTION NAME Academic Chairperson Department of Nursing.
- 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 degree program requirements, including General Education and prerequisite requirements for entry into the AS Degree portion of the ATB program will be the responsibility of both institutions.
 - ii. Advising may be provided by INSTITUTION NAME or CCBC faculty and/or staff before the student is admitted to CCBC. Once admitted, students will be assigned a CCBC faculty advisor for the duration of the AS degree portion of the ATB program, and a INSTITUTION NAME faculty advisor for the entire duration of the ATB program. CCBC and INSTITUTION NAME 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 program.
 - 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 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 CCBC's and INSTITUTION NAME's nursing websites.
 - ii. Once admitted to the ATB program, students will have access to all student services at CCBC, 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 INSTITUTION NAME during the entire enrollment in the ATB 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 CCBC.
 - ii. Student records for the BS Degree Program will be maintained by INSTITUTION NAME.
 - iii. All CCBC credits associated with the program will be posted on the students' records at INSTITUTION NAME.
 - iv. Any INSTITUTION NAME credits which will be transferred to CCBC in partial completion of AS Degree Program requirements will be posted on the students' records at CCBC.
- d. *Financial Aid*
- i. CCBC will serve as the parent institution for awarding and dispersing of financial aid during student matriculation in the associate degree component of the program. INSTITUTION NAME will serve as the parent institution for awarding and dispersing of financial aid after the Associate degree has been awarded.
 - ii. CCBC will join in a formal consortium agreement with INSTITUTION NAME for administration of financial aid for the students in the program.
- e. *Registration*
- i. All information related to registration, including course offerings and schedule of classes for courses required for the ATB program will be available through CCBC Nursing website and INSTITUTION NAME Nursing website, developed jointly through the ATB coordinating committee or designee.
 - ii. Students will register for their CCBC nursing courses through CCBC, and for their INSTITUTION NAME courses through INSTITUTION NAME.
 - iii. Students will enroll at INSTITUTION NAME for the INSTITUTION NAME courses that they are taking on the CCBC campus.

VIII. Distribution of Tuition and Fees

- a. *Revenue*
- i. Students will be billed separated by each institution and will pay for tuition and fees separately to each institution.

- ii. Students will be billed for CCBC courses and fees at CCBC rates and INSTITUTION NAME courses and fees at INSTITUTION NAME rates.
 - iii. Students pursuing coursework provided by CCBC will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by CCBC.
 - iv. Students pursuing coursework provided by INSTITUTION NAME will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue refunds as established by INSTITUTION NAME.
 - v. Students will be dually enrolled in both institutions during their time at CCBC.
 - vi. INSTITUTION NAME will be responsible for issuing refunds to students for INSTITUTION NAME courses.
 - vii. CCBC will be responsible for issuing refunds to students for CCBC courses.
- b. *Expenses*
- i. INSTITUTION NAME's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by INSTITUTION NAME.
 - ii. CCBC's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by CCBC.
 - iii. INSTITUTION NAME and CCBC will establish a mechanism for each institution contributing 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 CCBC Nursing Program Administrator, in conjunction with the Nursing Campus Directors, will determine all teaching assignments for the AS degree courses offered at CCBC.
- b. The INSTITUTION NAME Nursing Chairperson, in conjunction with the assistant chair will determine all teaching assignments for the ATB courses offered through INSTITUTION NAME.
- c. The appointment of INSTITUTION NAME's ATB contact person will be the sole responsibility of INSTITUTION NAME, and the appointment of CCBC's ATB contact person will be the sole responsibility of CCBC.
- d. CCBC faculty who teach INSTITUTION NAME courses on an adjunct basis will be paid at the INSTITUTION NAME rate, and will sign an adjunct faculty contract.
- e. CCBC faculty who teach INSTITUTION NAME courses may teach them as part of their regular workload, subject to approval of the CCBC Nursing Program Administrator.

- f. INSTITUTION NAME faculty who teach CCBC courses on an adjunct basis will be paid at the CCBC rate, and will sign an adjunct faculty contract.
- g. INSTITUTION NAME faculty who teach CCBC courses may teach them as part of their regular workload, subject to approval of the INSTITUTION NAME Nursing Chair.
- h. Each Party shall be separately responsible for its faculty who teach its own courses in the Program.

X. Review/Modification of this Memorandum of Understanding

- a. This Memorandum of Understanding will be reviews 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. Program Changes

- 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.

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 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 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.

Signature Page to name key administrators at both the Community College and University.