

MEMORANDUM OF UNDERSTANDING

Hagerstown Community College
Stevenson University, Inc.

This Memorandum of Understanding ("Agreement") is made by and between Stevenson University Inc., 1525 Greenspring Valley Road, Stevenson, Maryland, 21153 ("Stevenson University") and Hagerstown Community College ("HAGRCC") 11400 Robinwood Drive, Hagerstown, Maryland 21742.

A. Purpose:

1. The purpose of this Memorandum of Understanding is to provide the terms of an operational relationship between HAGRCC and Stevenson University.

B. Goals:

1. To provide educational opportunities for graduates of HAGRCC through the availability of various courses for programs offered by the School of Graduate and Professional Studies of Stevenson University, leading to a bachelor's degree.
2. To increase the number of HAGRCC graduates who are bachelor's prepared.

C. Stevenson University's Responsibilities:

1. Provide courses leading to the appropriate bachelor's degree.
2. Provide yearly enrollment reports to HAGRCC about graduates who utilize the benefits under this MOU.
3. Provide HAGRCC personnel with all appropriate and important information for the participating HAGRCC graduates.
4. Contact the designated liaison at HAGRCC about course offerings.
5. Provide a contact to act as a liaison between Stevenson University and HAGRCC.
6. Advise all incoming students of their transfer credits and program credit review for free.

D. HAGRCC's Responsibilities:

1. Provide all appropriate information to all HAGRCC graduates about the Stevenson University and HAGRCC collaboration through transfer advisors and other applicable departments and personnel.
2. Support Stevenson University's recruiter and/or advisor in informing HAGRCC graduates about recruitment and advising appointments that are held on-site both at HAGRCC and at Stevenson University.
3. Invite Stevenson University to promote the programs on site at any of the HAGRCC's locations during any college or career fair.
4. Allow a minimum of two visits per year solely for the purpose of promoting this agreement.
5. Provide Stevenson University a direct contact person in the student transfer office.

E. General Principles:

1. The Bachelor's programs are designed for graduates of a high school or GED or community college program.

2. Students who apply to Stevenson University must meet all standard academic requirements for admission to the particular program.
3. Appointed institutional representatives at Stevenson University and HAGRCC will insure that appropriate personnel in their respective institutions are aware of this agreement, including administration, managers, employees, graduates, deans, faculty, transfer office personnel and other staff.
4. Stevenson University and HAGRCC agree to monitor the performance of this Agreement and to revise it as necessary.
5. Stevenson University and HAGRCC will conduct a review/revision of the procedures and contract every three years.
6. Representatives from both institutions will agree to meet at least, but not limited to, once annually. These meetings will help facilitate any changes, problems, or items that need to be updated or corrected.

F. Recruitment of HAGRCC Graduates into the Program:

1. Stevenson University and HAGRCC will provide liaisons who will work together to recruit the population of HAGRCC graduates who are interested in completing their bachelor's degree.
2. HAGRCC will provide appropriate workspace for Stevenson University's recruiter/advisor in an appropriate location on any campuses during recruiting/advising visits.

G. Tuition Policy:

1. The tuition discount is 20% for tuition for graduates of HAGRCC. For specific cost information please see Addendum A.
2. The tuition discount is for tuition only and cannot be applied to supplies, books, fees or other costs associated with the program(s).
3. Ultimately, the student is responsible for any fees or tuition owed to Stevenson University.
4. The effective date is the next semester start after this Agreement is signed by both organizations' representatives.
5. This 20% tuition discount is only for Stevenson University's School of Graduate and Professional Studies (GPS) Adult Undergraduate programs. For a specific list of programs please see Addendum B.
6. The tuition discount is not retroactive; however, current Stevenson University GPS students who are graduates of HAGRCC are eligible for the tuition discount beginning the next semester start after this Agreement is signed by both organizations' representatives.
7. Stevenson University will give written notice to HAGRCC's designated representative 60 days in advance should tuition and/or fees rise.

I. Effective Date:

1. This Agreement becomes effective upon signature by all parties and shall continue in effect for three years from the date of signing unless voided by either party upon sixty (60) days prior written notice. Stevenson University and HAGRCC will consider, in good faith, any amendments proposed by either party; however, this Agreement may only be amended in writing by both parties.

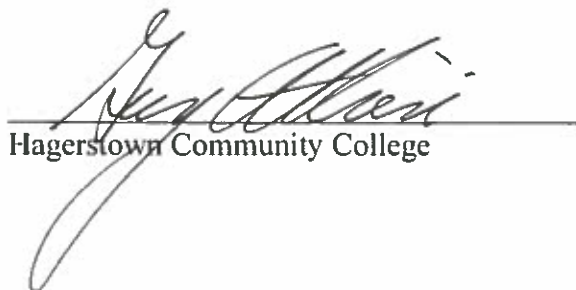
J. Termination:

1. The Agreement may be terminated by either party on 45 days written notice. Termination of the Agreement will not affect the admission status of currently enrolled students, but tuition may be affected as a result of the termination of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement in the duplicate this 10th day of December 2014.



Paul Lack, Ph.D.
Executive Vice President for
Academic Affairs and Dean
Stevenson University, Inc.



Hagerstown Community College



Joyte K. Becker, JD
Dean, School for Graduate and Professional Studies
Stevenson University, Inc.

ADDENDUM A**The School of Graduate and Professional Studies at
Stevenson University**

Service	MOU Rate	Standard Rate
Adult Undergraduate Tuition (Per Credit)	\$396	\$495
Fees per Semester (All Programs)	\$125	\$125

ADDENDUM B

The School of Graduate and Professional Studies at Stevenson University includes the following programs:

Adult Undergraduate Programs:

- Business Administration
- Business Communications
- Business Information Systems
- Computer Information Systems
- Criminal Justice
- Interdisciplinary Studies
- Paralegal
- Nursing (RN to BS)