

MEMORANDUM OF UNDERSTANDING**Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BS) Admissions
Option:****A Collaborative Degree Option between Hagerstown Community College (HCC) and
Towson University (TU)*****I. Agreement***

The Hagerstown Community College (HCC) and Towson University (TU) agree to offer a collaborative admission option beginning in spring 2013 in which students will pursue an Associate of Science (AS) degree in Nursing at HCC and then continue to complete a Bachelor of Science (BS) degree in Nursing at Towson University.

II. Overview

The goal of the collaboration 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 TU for completion of the BS degree.

III. Overall Requirements

- a. Students must meet all pertinent requirements for HCC as a degree-seeking student during the time they are enrolled in the AS degree portion of the curriculum.
- b. Students must meet all pertinent requirements for Towson University 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 HCC and TU for the time period during which they are earning their AS degree in Nursing.
- d. Students must meet admission screening requirements established by mutual consent of the two institutions for full acceptance. Students must meet progression policy requirements to meet academic rigor throughout matriculation. Progression policy requirements and procedures regarding disciplinary action and, as warranted, dismissal, will be established by TU and HCC to insure compliance.
- e. The AS degree will be awarded by HCC upon successful completion of the nursing AS degree program requirements.
- f. Students must pass the NCLEX-RN® examination on the first attempt, at the completion of their AS degree, in order to continue in the ATB option.
- g. The BS degree will be awarded by TU upon successful completion of the BS in nursing program requirements.

IV. Curriculum

- a. TU and HCC will each identify one person from its respective institution who will be the primary contact person for the dual enrollment option and who will provide overarching coordination between the institutions.
- b. The ATB contact person will propose curricular and other changes, subject to approval by the respective institution. Any such changes that affect AS degree requirements will be submitted to the respective HCC curriculum approval body, which has responsibility for final approval.
- c. Similarly, any such curricular or other changes that affect the BS degree requirements will be submitted to a TU curriculum approval body, which has responsibility for final approval.
- d. The HCC Nursing Administrator, in consultation with the ATB contact persons, will be responsible for assuring that the curriculum content meets accreditation requirements for the AS degree. This includes notification to the Maryland Board of Nursing and any accrediting agencies identified by HCC and TU's Department of Nursing.
- e. The TU Academic Chairperson, Department of Nursing, in consultation with the ATB contact persons, will be responsible for assuring that the curriculum content meets accreditation requirements for the BS degree. This includes notification to the Maryland Board of Nursing and any accrediting agencies identified by TU and Department of Nursing (DON).
- f. HCC and TU 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 HCC and an application through Selective Admissions to the AS degree nursing program, and pay all appropriate application fees to HCC.
- b. Students will complete an application for admission into TU and an application through Selective Admissions to the BS degree nursing program, and pay all appropriate application fees and department fees to TU.
- c. A collaborative ATB committee (composed of HCC and TU faculty and staff) will establish the screening criteria and select the students for the ATB admission option.
- d. Information on students selected for admission by the ATB Committee will be forwarded to the TU DON Admission and Continuance Committee for final approval for those applicants who meet TU 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 option.

- b. Appointments to the ATB Committee will be made by the HCC Nursing Program Administrator and the TU 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 requirements, including General Education and prerequisite requirements for entry into the AS Degree portion of the ATB option will be the responsibility of both institutions.
- ii. Advising may be provided by TU or HCC faculty and/or staff before the student is admitted to HCC. Once admitted, students will be assigned a HCC faculty advisor for the duration of the AS degree portion of the ATB option, and a TU faculty advisor for the entire duration of the ATB option. HCC and TU advisors will regularly confer about advisees.
- iii. Admission option 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. These protocols will address the kinds of supports needed for programmatic success by students enrolled in an intensive academic plan.

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 HCC's and TU's nursing websites.
- ii. Once admitted to the ATB option, students will have access to all student services at HCC, 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 TU 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 program.

c. *Student Records*

- i. Student records for the AS Degree Program will be maintained by HCC.
- ii. Student records for the BS Degree Program will be maintained by TU.
- iii. All HCC credits associated with the option will be posted on the students' records at TU.

- iv. Any TU credits which will be transferred to HCC in partial completion of AS Degree Program requirements will be posted on the students' records at HCC.
- d. *Financial Aid*
 - i. TU will serve as the parent institution for awarding and dispersing of financial aid during student matriculation in the associate degree component of the program. TU will serve as the parent institution for awarding and dispersing of financial aid after the Associate degree has been awarded.
 - ii. HCC will join in a formal consortium agreement with TU for administration of financial aid for the students in the program. See Appendix A.
- 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 HCC Nursing website and TU Nursing website, developed jointly through the ATB coordinating committee or designee.
 - ii. Students will register for their HCC nursing courses through HCC, and for their TU courses through TU.

VIII. 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 HCC courses and fees at HCC rates and TU courses and fees at TU rates.
 - iii. Students pursuing coursework provided by HCC will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal, tuition remission, and issue of refunds as established by HCC.
 - v. Students pursuing coursework provided by TU will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal, tuition remission, and issue of refunds as established by TU.
 - v. Students will be dually enrolled in both institutions during their time at HCC. For purposes of tuition remission, students pursuing coursework provided by HCC are HCC students, and students pursuing coursework provided by TU are TU students.
 - vi. TU will be responsible for issuing any necessary or applicable refunds to students for TU courses.
 - vii. HCC will be responsible for issuing any necessary or applicable refunds to students for HCC courses.
- b. *Expenses*

- i. TU's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by TU.
- ii. HCC's operating expenses (e. g. , phone, copying, library and technology, office supplies and travel) will be paid by HCC.
- iii. TU and HCC 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 and travel.

IX. Faculty

- a. The HCC Nursing Program Administrator or designee will determine all teaching assignments for the AS degree courses offered at HCC.
- b. The TU Nursing Chairperson, in conjunction with the assistant chair will determine all teaching assignments for the ATB courses offered through TU.
- c. The appointment of TU's ATB contact person will be the sole responsibility of TU, and the appointment of HCC's ATB contact person will be the sole responsibility of HCC.
- d. HCC faculty who teach TU courses on an adjunct basis will be paid at the TU rate, and will sign an adjunct faculty contract. Alternatively, HCC faculty who teach TU courses may teach them as part of their regular workload, subject to the approval of the HCC Nursing Program Administrator.
- e. TU faculty who teach HCC courses on an adjunct basis will be paid at the HCC rate and will sign an adjunct faculty contract. Alternatively, TU faculty who teach HCC courses may teach them as part of their regular workload, subject to the approval of the TU Nursing Chair.
- f. Each Party shall be separately responsible for its faculty who teach its own courses in the ATB option.

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.

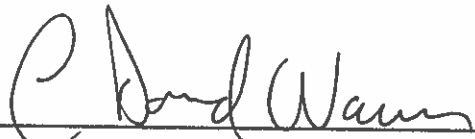
This agreement becomes effective upon signature by all parties and shall continue in effect unless terminated by either party. Either party may terminate this MOU upon written notice to non-terminating party no later than 60 days prior to the beginning of the non-terminating party's subsequent semester. In the event of termination, each party agrees that students enrolled in the option at the time of the written notice of termination is given may continue to participate in the program until each 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.

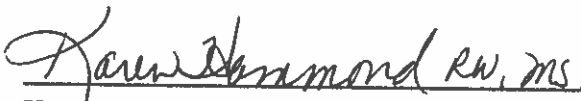
This MOU shall be governed by and interpreted under the laws of the State of Maryland. This MOU constitutes the entire agreement between the parties with respect to the admission option described in the "Summary and Overview" sections and supersedes all previous agreements between the parties related to the admission option, whether written or oral.

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


**The Board of Trustees of the
Hagerstown Community College**



Guy Altieri, President
Date: 3/5/13



C. David Warner, Vice President, Academic
Affairs
Date: March 1, 2013



Karen Hammond, Director, Nursing Division
Date: 2/28/13

Towson University


Maravene Loeschke, President
Date: 2-25-13


Timothy Chandler, Provost and Vice President
for Academic Affairs
Date: 2/15/13


Charlotte E. Exner, Dean, College of Health
Professions
Date: 2/21/13


Kimberly Christopher, Chair, Department of
Nursing
Date: 11/31/13

APPENDIX A

Financial Aid Consortium Agreement

For the HCC & TU Associate's Degree to Bachelor of Science (ATB) in Nursing Admission Option

Home School:

Financial Aid Office
Towson University
8000 York Road
Towson, MD 21252-0001

Host School:

Financial Aid Office
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland, 21742

Date: November 4, 2012

This agreement begins with the Spring 2013 term and continues indefinitely until either party (Hagerstown Community College (HCC) or Towson University (TU) cancels the agreement.

Federal Title IV aid regulations authorize aid eligible schools to use consortium agreements to coordinate the delivery of financial aid to students who will enroll at two different schools during the same financial aid award period. This agreement covers all financial aid applicants who enroll in the joint HCC & TU Associate's Degree to Bachelors of Science (ATB) in Nursing admission option. Students in this option are considered degree seeking at both institutions (Associate's Degree in Nursing at HCC and Bachelor of Science degree in Nursing at TU).

Through this agreement, TU is responsible for all financial aid functions including: determining financial aid eligibility and awards, disbursing aid, monitoring academic progress, keeping aid records, returning aid funds, and federal reporting requirements.

After all TU charges are paid, TU will disburse any excess aid to the students as financial aid refund checks. The students are responsible for using any TU refund checks to pay their charges at HCC.

HCC ATB "Manager" Responsibilities - For each term, HCC's ATB "Manager" must report the following required financial aid information to TU's ATB "Manager" for all ATB students who register for any ATB courses during each term:

- As soon as possible after registration has begun, report term registration data to include a list of all the ATB students currently registered for that term, the courses they are taking, and the credit values for each course.
- If any ATB students drop or withdraw from any class at any point during the term, report the registration change and the date the change occurred at HCC. When students drop a course (during the HCC's full refund period) or withdraw from all HCC courses at any point during the term, please notify TU within one week. If they withdraw from some, but not all HCC ATB courses, please notify TU within 2 weeks.

TU ATB "Manager" Responsibilities - For each term, TU's "Manager" will report term registration data from HCC to the TU's Registrar's Office. The TU Registrar's Office will enter placeholder units in TU's student information system to record the HCC course enrollment. These placeholder units will allow the TU Financial Aid Office to process and disburse all TU financial aid based on students' combined enrollment at both schools. The "Manager" is responsible for notifying the Registrar's Office of any HCC courses which ATB students withdraw or drop.

HCC also agrees not give any Title IV or Maryland Higher Education Commission (MHEC) aid to ATB students during their ATB terms. HCC also agrees not to give these students any other financial aid unless they formally notify the TU Financial Aid Office that they will be issuing aid to a student that is covered by this Consortium Agreement.