

**MEMORANDUM OF AGREEMENT
BETWEEN
BOWIE STATE UNIVERSITY
AND
LAUREL COLLEGE CENTER**

PREAMBLE

Bowie State University, an agency and instrumentality of the state of Maryland, located at 14000 Jericho Park Rd, BSU, MD 20715, hereinafter referred to as "BSU" and the Laurel College Center, which has as its principal mailing address, 312 Marshall Avenue, Suite 205 Laurel, Maryland, 20707, and hereinafter referred to as the "Center" have identified mutually beneficial objectives in cooperating in the delivery of instructional services.

The Center is a Maryland Regional Higher Education Center that provides quality learning experiences for students that lead to associate degrees, workforce development, and/or personal enrichment. BSU is Maryland's public university that provides quality learning experiences for students that lead to bachelors, master, and doctoral degrees. BSU and the Center recognize the need and importance of facilitating the transfer to BSU of students earning associate degrees Prince George's Community College and Howard Community College and/or students enrolled in courses at the Center in order that the students are able to earn bachelor degrees.

The primary purpose of this Memorandum of Agreement (AGREEMENT) between BSU and the Center is to provide opportunities for students who are matriculating at Prince George's Community College and at Howard Community College and who are completing associate degrees to earn bachelor degrees in select majors from BSU by enrolling in upper division classes leading to a Bachelor of Science in Business degree while continuing to attend classes at the Center.

WHEREAS the Center's founding partners are Prince George's Community College and Howard Community College;

WHEREAS a majority, but not all, of the students pursuing associate degrees by attending classes at the Center are matriculating at either Prince George's Community College or at Howard Community College;

WHEREAS the Maryland Higher Education Commission has led a statewide effort on removing barriers to a seamless educational experience for Maryland's citizens and to facilitate a smooth transition from public schools and private career schools to undergraduate collegiate study to graduate schools by establishing the Student Transfer Advisory Committee, developing a Policy for Articulation and Transfer of Credits between Degree-

granting Institutions and Maryland Secondary Schools and Non-Degree-granting Institutions, publishing the Student Guide to Transfer Among Maryland Colleges and Universities, and by supporting ARTSYS, an electronic data information system which allows students and advisors to determine the transferability of courses;

WHEREAS BSU and the Center have a mutual interest in collaborating on initiatives to facilitate baccalaureate degree completion for students who are enrolled at Prince George’s Community College, Howard Community College, or at other community colleges but who are attending classes at the Center;

NOW, THEREFORE, in support of the educational programming goals and priorities of this collaboration, BSU and the Center do hereby agree to enter into this Memorandum of Understanding (AGREEMENT) according to the terms and conditions set forth in the following articles.

ARTICLE 1

SELECT BACCALAUREATE DEGREES OFFERD BY BSU

- 1.1 BSU and the Center agree to collaborate to permit upper division courses leading to select baccalaureate degree offered by BSU to be taught at the Center.
- 1.2 BSU agrees to offer upper divisional credit programming at the Center that leads to a Bachelor of Science degree in Business.
- 1.3 Subject to institutional capacity, resources and student demand, BSU may agree to offer additional upper division credit programming at the Center that leads to baccalaureate degrees in other majors.
- 1.4 BSU agrees to apply all articulated credits from Howard Community College and Prince George’s Community College to the major and general education requirements such that a student who completes remaining degree requirements with a satisfactory grade and/or appropriate grade point average may complete a bachelor’s degree at BSU within two years (four semesters).
- 1.5 BSU will confirm the acceptance of sixty (60) associate degree credits from Howard Community College or Prince George’s Community College towards the Bachelor of Science in Business degree including all general education courses without a course by course review as designated in crosswalks between the community colleges and BSU. No additional general education course should be required of students who transfer to BSU.
- 1.6 All articulated credits shall be reflected in the course crosswalk developed between Howard Community College, Prince George’s Community College and BSU and are expressly incorporated by reference in this AGREEMENT. BSU agrees to provide the complete plan of study for the courses and/or credit required to earn the bachelor degree in Business.
- 1.7 Students who are eligible to participate in programs covered by this AGREEMENT must, prior to enrolling in upper division courses offered by Business, or other

baccalaureate program at the Center must complete an Associate Degree from the community college in which they are currently matriculating; and,

- 1.8 BSU agrees that any and all baccalaureate degree programs including but not necessarily limited to Business, shall have met all appropriate provisions as outlined in BSU's Board of Regents Policies and all applicable statutes, regulations and guidelines as prescribed by the Maryland Higher Education Commission (MHEC).

ARTICLE 2

APPLICATION PROCESSES, TUITION & FEES

- 2.1 Students who are pursuing associate degrees by attending classes at the Center and who are interested in earning the Bachelor of Science in Business or any other bachelor's degree that may be offered by BSU at the Center shall apply directly to BSU at <https://www.bowiestate.edu/admissions-financial-aid/undergraduate-admissions/> for admission to the University and to the selected degree program(s).
- 2.2 Once admitted to BSU, students shall register for upper division courses in Business, or other bachelor degree program(s) that may be offered by BSU at the Center in accordance with the policies, procedures, and schedule of classes established by Office of Records and Registration at BSU.
- 2.3 Students at the Center may also register online for BSU's upper division courses at the Center in accordance with the policies, procedures, and schedule of classes established by Office of Records and Registration at BSU.
- 2.4 Once admitted to BSU, students are responsible for paying all tuition and fees directly to BSU subject to the Tuition & Fees Schedule published for the semester that the student is enrolled in classes offered by BSU in accordance with the policies, procedures and schedule of payments established by the Office of the Bursar at BSU.
- 2.5 Nothing in this AGREEMENT is meant to be construed as to prohibiting students pursuing bachelor's degrees from BSU at the Center from being eligible for scholarships, grants, loans, nor any other form of financial aid to which all other BSU students might qualify.
- 2.6 Nothing in this AGREEMENT is meant to be construed as to prohibiting the establishment of special scholarships, grants, loans, or other forms of financial aid designed to the goals of this AGREEMENT.

ARTICLE 3

BSU STUDENT SUPPORT SERVICES

- 3.1 Once admitted to BSU and securing a student identification card, students pursuing BSU baccalaureate degrees by enrolling in upper division courses at the Center will have all of the privileges afforded to all other BSU students including appropriate use

of BSU's facilities, educational and learning resources, social and cultural events, and all available student support services.

- 3.2 Students pursuing BSU baccalaureate degrees by enrolling in upper division courses at the Center will have access from any internet browser to BSU's Inter-Library Loan Internet Accessible Database a web-based interface that allow access to the BSU library interlibrary loan service.
- 3.3 BSU will provide the equipment, instruments, and/or software sufficient to support the delivery of quality laboratory, clinical, or experimental instructional experiences equivalent to those afforded to all other BSU students majoring in Business.
- 3.4 BSU shall be responsible for hiring the faculty to teach BSU's the upper division courses offered at the Center.
- 3.5 BSU will provide appropriate professional staff to conduct academic advising, according to a published schedule of such services for students who are pursuing baccalaureate degrees at BSU by enrolling in upper division courses at the Center.
- 3.6 BSU shall provide a master schedule of classes by March 1 and October 1 for the upcoming academic semesters for the purposes of scheduling and marketing the upper division courses offered at the Center.
- 3.7 BSU will provide public relations outreach, marketing resources, and recruitment efforts necessary, as financially feasible, to promote the purpose and goals of this AGREEMENT.

ARTICLE 4

CENTER STUDENT SUPPORT SERVICES

- 4.1 Howard Community College and Prince George's Community College will be the sole providers of lower division courses at the Center.
- 4.2 The Center will not enter into an agreement with another post-secondary institution to offer a bachelor's degree in Business nor other bachelor's degree programs that duplicate those offered by BSU at the Center without providing an opportunity for BSU to discuss and resolve any programming and/or scheduling issues with appropriate administrative personnel at the Center.
- 4.3 The Center, Howard Community College and Prince George's Community College will provide access to students enrolled in upper division courses offered by BSU at the Center to the colleges' library and library services, including internet access through the open computer laboratories.
- 4.4 The Center, Howard Community College and Prince George's Community College will provide advising services for their respective students through Howard Community College and Prince George's Community College Student Services Division about: the availability of degree programs at the Center; how students can gain maximum transferability of credit to Business and other bachelor degree programs that may be offered by BSU at the Center; and how to contact BSU for admissions and/or course registration.

- 4.5 The Center, Howard Community College and Prince George's Community College will promote BSU's Bachelor of Science degree in Business (with a Concentration in General Business) being offered to students through the Center with regular marketing conducted by the Center, Howard Community College and Prince George's Community College as is financially feasible.
- 4.6 The Center shall have sole responsibility for the safety and security of the students enrolled in BSU's upper division courses at the Center; and the Center shall have sole responsibility for housekeeping for classrooms, laboratories, and other instructional and/or office space located at 312 Marshall Avenue, Suite 205 Laurel, Maryland, 20707.

ARTICLE 5

BSU and the CENTER MUTUAL COOPERATION

- 5.1 The Center agrees to waive the classroom rental fees for BSU. Starting on the second year, BSU shall pay rent to the Center each semester and/or term of the academic year that BSU is offering upper division courses at the Center for the use of classrooms and computer laboratory spaces that are required by BSU faculty for instructional purposes. The rent is subject to annual adjustments. The current fiscal year 2017 rental rates are:
- Daytime lecture classroom = \$200/credit hour
 - Evening lecture classroom = \$400/credit hour
 - Daytime Computer lab: \$250/credit hour
 - Evening computer lab = \$500/credit hour
- 5.2 Subject to the availability of office space, the Center shall provide free of charge appropriate space for BSU's faculty and/or staff at the Center to conduct admissions, advising, registration, instruction or tutoring.
- 5.3 BSU and the Center agree to provide appropriate training for their respective professional staff in order to facilitate the accurate and timely admission, advising, and enrollment of students pursuing upper division courses at the Center leading to a bachelor degree from BSU.
- 5.4 The Center and BSU shall each designate a liaison in order to facilitate the purpose and goals of this AGREEMENT and to facilitate communication to appropriate personnel in their respective institutions are aware of this AGREEMENT, including, but not limited to, the admission and advising staff, transfer coordinators, and appropriate faculty and deans.
- 5.5 BSU's and the Center's liaisons shall meet as necessary but no less than a minimum of twice in the fall and twice in the spring semesters in order to:
- review and evaluate the progress of the collaboration;
 - review data and develop reports on the progress of the collaboration as may be required by Center's Policy and Coordinating Council or other state and institutional assemblies;
 - address student needs and challenges; and,

- address disputes that may arise between and/or among students and faculty or that may arise between or among the institutions regarding aspect of this AGREEMENT.

5.6 The liaisons responsible for obligations pursuant to §§ 5.3, 5.4 and 5.5 of this AGREEMENT are:

For BOWIE STATE UNIVERSITY:

Dr. David Abrahams
 Department Chair, Management, Marketing, and Public Administration
 Center for Business and Graduate Studies
 Bowie State University
 14000 Jericho Park Rd,
 Bowie, MD 20715
 Phone: (301) 860-3622
 Email: dabrahams@bowiestate.edu

For the CENTER:

Dr. Asiah Mason
 Director of Four Year Partnerships
 The Laurel College Center
 312 Marshall Avenue, Suite 205
 Laurel, MD 20707
 Phone: (443) 518-4162
 Email: masonam@pgcc.edu

ARTICLE 6	CONTEXT AND GENERAL TENETS
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6.1 BSU is accredited and authorized in the state of Maryland to offer degree programs, develop curriculum and course content, make program and curriculum assessments, and award grades to students. Nothing in the terms of this AGREEMENT shall

abrogate the responsibilities assigned to BSU under applicable state and federal laws and regulations, or the policies of BSU's Board of Regents for the development of curricula, the assessment of student learning, nor the award of academic degrees.

- 6.2 Notwithstanding any other provision of this AGREEMENT, all information relating to student educational records shall be treated in accordance with Maryland law and the Federal Educational Rights and Privacy Act (FERPA).
- 6.3 Nothing in the terms of this AGREEMENT shall abrogate the responsibilities assigned to the Center by its founding partners, Prince George's Community College and Howard Community, nor abrogate the Center's responsibilities as a Maryland Regional Higher Education Center.
- 6.4 Nothing in this AGREEMENT shall be deemed or implied to create a joint venture or partnership of any kind between BSU and the Center. Neither BSU nor the Center shall have the right to contract on behalf of or bind the other party or make any commitment, representation or warranty for or on behalf of the other party.
- 6.5 Either BSU or the Center may initiate the termination of this AGREEMENT by providing sixty (60) days written notice to the other party.

NOW, THEREFORE this AGREEMENT is approved and shall be effective upon the date of the signatures of the Presidents of BSU State University, Prince George's Community College, and Howard Community College.

Dr. Aminta H. Breaux
President
BSU State University

Dr. Charlene M. Dukes
President
Prince George's Community College

Date

Date

Dr. Kathleen Hetherington
President
Howard Community College

Date