

**Memorandum of Understanding**  
**Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BSN) Program:**  
**A Collaborative Degree Program of Prince George's Community College (PGCC)**  
**and Frostburg State University (FSU)**

***I. Summary***

Prince George's Community College and Frostburg State University agree to offer a collaborative program in which students will pursue an Associate of Science (AS) degree in Nursing at Prince George's Community College and then continue to complete a Bachelor of Science degree in Nursing (BSN) at Frostburg State University.

***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. Following successful completion of the NCLEX-RN® exam, students will be enrolled only at FSU for the completion of the BSN degree.

***III. Overall Requirements***

- a. Students must meet application requirements for Prince George's Community College 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 Frostburg State University as a degree-seeking student during the entire time they are enrolled in the Associate to Bachelor's program (ATB).
- c. Students must be dually enrolled at Prince George's Community College and FSU 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, option dismissal, will be established by FSU and Prince George's Community College to insure compliance.
- f. The AS degree will be awarded by Prince George's Community College 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 BSN degree will be awarded by FSU upon successful completion of the program requirements.

- i. A Collaborative ATB Committee, composed of Prince George's Community College and FSU representatives, will be designated to serve as the leadership for the program.

#### **IV. Curriculum**

- a. FSU and Prince George's Community College 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 affect AS degree requirements will be submitted to the respective Prince George's Community College 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 a FSU curriculum approval body, which has responsibility for final approval.
- d. The Prince George's Community College Department of Nursing Chair, 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/ or any accrediting agencies identified by Prince George's Community College and Department of Nursing.
- e. The FSU Department of Nursing Chair, in consultation with the ATB 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 FSU and Department of Nursing.
- f. Prince George's Community College and FSU 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 Prince George's Community College and follow the special admissions criteria for the AS degree nursing program, and pay all appropriate application fees to PGCC. Students will sign a statement granting permission to forward applications and/or related documents to FSU.
- b. During the first year as a degree seeking student at Prince George's Community College, students will complete general education course work to meet both PGCC and FSU requirements.
- c. Students will complete an application for transfer admission to FSU upon acceptance into the ATB program. The transfer application fee to FSU will be waived. Students will be required to meet all FSU transfer admission criteria

- in order to be admitted as a degree seeking student. Once accepted to FSU, the students will become degree seeking at FSU.
- d. The Collaborative ATB Committee will establish the screening criteria and select the students for the program.
  - e. Information on students selected for admission by the ATB Committee will be forwarded to the FSU department of nursing for final approval for those applicants who meet FSU requirements.

**VI. Administration**

- a. The Collaborative ATB Committee will 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 Prince George's Community College Department of Nursing Chair and the FSU Department of Nursing Chair.
- 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 FSU or Prince George's Community College faculty personnel before the student is admitted to PGCC. Once admitted, students will be assigned a Prince George's Community College faculty or Health Sciences advisor for the duration of the AS degree portion of the ATB program, and a FSU advisor for the entire duration of the ATB program. PGCC and FSU 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 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 PGCC's and FSU's nursing websites.
- ii. Once admitted to the ATB program, students will have access to all student services at Prince George's Community College, 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 online student services at FSU 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 sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, Vietnam-era veteran, 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 will be maintained by Prince George's Community College.
  - ii. Student records for the BSN Degree will be maintained by FSU.
  - iii. All Prince George's Community College credits associated with the program will be posted on the students' records at FSU.
  - iv. Any FSU credits which will be transferred to Prince George's Community College in partial completion of AS Degree requirements will be posted on the students' records at PGCC.
- d. *Financial Aid*
- i. Financial aid will be administered through PGCC prior to a student's enrollment into FSU's ATB program. After enrollment into FSU's ATB program, financial aid will be administered through FSU.
- e. *Registration*
- i. All information related to registration, including course offerings and the schedule of courses required for the ATB program will be available through Prince George's Community College Nursing website and FSU Nursing website, developed jointly through the ATB coordinating committee or designee.
  - ii. Students will register for their Prince George's Community College nursing courses through PGCC, and for their FSU courses through FSU.

### **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 Prince George's Community College courses

and fees at PGCC rates and FSU courses and fees at FSU rates.

- iii. Students pursuing coursework provided by Prince George's Community College will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by PGCC. Students pursuing coursework provided by FSU will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by FSU.
  - iv. FSU will be responsible for issuing refunds to students for FSU courses.
  - v. Prince George's Community College will be responsible for issuing refunds to students for PGCC courses.
- b. *Expenses*
- i. FSU's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by FSU.
  - ii. Prince George's Community College's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by PGCC.
  - iii. FSU and Prince George's Community College 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 Prince George's Community College Department of Nursing Chair, in conjunction with the Department of Nursing Faculty, will determine all teaching assignments for the AS degree courses offered at PGCC.
- b. The FSU Department of Nursing Chair will determine all teaching assignments for the ATB courses offered through FSU.
- c. The appointment of FSU's ATB contact person will be the sole responsibility of FSU, and the appointment of Prince George's Community College's ATB contact person will be the sole responsibility of PGCC.
- d. Prince George's Community College faculty who teach FSU courses on an adjunct basis will be paid at the FSU rate, and will sign an adjunct faculty contract.
- e. FSU faculty who teach Prince George's Community College courses on an adjunct basis will be paid at the PGCC rate, and will sign an adjunct faculty contract.
- f. FSU faculty who teach Prince George's Community College courses may teach them as part of their regular workload, subject to approval of the FSU Nursing Chair.
- g. 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 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.

**XI. Program Changes**

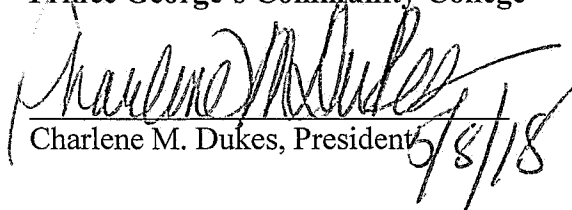
- a. Substantial changes to the program of study, curtailment or discontinuance of this program will be submitted to the Maryland Higher Education Commission through a transmittal letter signed by the Presidents and Provosts/Vice Presidents for Academic Affairs from both institutions.
- b. This MOU shall 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 BSN 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 option, whether written or oral.

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

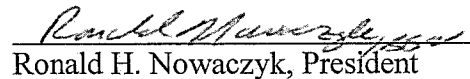
**Prince George's Community College**

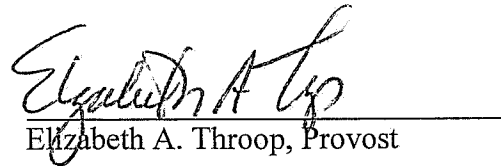
  
Charlene M. Dukes, President 5/8/18



Clayton A. Railey, III,  
Executive Vice President & Provost

**Frostburg State University**

  
Ronald H. Nowaczyk, President

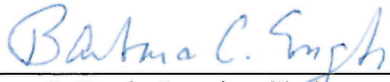
  
Elizabeth A. Throop, Provost



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