

**Memorandum of Understanding- ACM Nursing Student for ATB
Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BSN) Option:
A Collaborative Degree Option of the Allegany College of Maryland (ACM) and
Frostburg State University (FSU)**

I. Summary

The Allegany College of Maryland and Frostburg State University agree to offer a collaborative option in which students will pursue an Associate of Science (AS) degree in Nursing at Allegany College of Maryland and then continue to complete a Bachelor of Science degree in Nursing (BSN) at Frostburg State University.

II. Overview

The goal of the collaborative option 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 Allegany College of Maryland 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 option (ATB).
- c. Students must be dually enrolled at Allegany College of Maryland 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 option.
- 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 Allegany College of Maryland to insure compliance.
- f. The AS degree will be awarded by Allegany College of Maryland upon successful completion of the nursing AS degree option 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 option requirements.
- i. A Collaborative ATB Committee, composed of Allegany College of Maryland and FSU representatives, will be designated to serve as the leadership for the option.

IV. Curriculum

- a. FSU and Allegany College of Maryland 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/or programmatic changes, subject to approval by the respective institution. Any such changes that affect AS degree requirements will be submitted to the respective Allegany College of Maryland 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 Allegany College of Maryland Nursing Program Administrator, in consultation with the ATB contact persons, will be responsible for assuring that the option'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 Allegany College of Maryland 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 option'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. Allegany College of Maryland 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 Allegany College of Maryland and an application to the ACM Nursing Program for the AS degree nursing option, and pay all appropriate application fees to Allegany College of Maryland. 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 Allegany College of Maryland, students will complete general education course work to meet both Allegany College of Maryland and FSU requirements.
- c. Students will complete an application for transfer admission to FSU upon acceptance into the ATB option. 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 option.
- 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 option.
- b. Appointments to the ATB Committee will be made by the Allegany College of Maryland Nursing Program Administrator 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 option 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 FSU or Allegany College of Maryland faculty personnel before the student is admitted to Allegany College of Maryland. Once admitted, students will be assigned an Allegany College of Maryland advisor for the duration of the AS degree portion of the ATB option, and a FSU advisor for the entire duration of the ATB option. Allegany College of Maryland and FSU advisors will regularly confer about advisees.
 - iii. 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 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 option.

- e. *Registration*
 - i. All information related to registration, including course offerings and the schedule of courses required for the ATB option will be available through Allegany College of Maryland Nursing website and FSU Nursing website, developed jointly through the ATB coordinating committee or designee.
 - ii. Students will register for their Allegany College of Maryland nursing courses through Allegany College of Maryland, 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 Allegany College of Maryland courses and fees at Allegany College of Maryland rates and FSU courses and fees at FSU rates.
 - iii. Students pursuing coursework provided by Allegany College of Maryland will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by Allegany College of Maryland. Students pursuing coursework provided by FSU will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue refunds as established by FSU.
 - iv. FSU will be responsible for issuing refunds to students for FSU courses.
 - v. Allegany College of Maryland will be responsible for issuing refunds to students for Allegany College of Maryland 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. Allegany College of Maryland's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by Allegany College of Maryland.
 - iii. FSU and Allegany College of Maryland 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 Allegany College of Maryland Nursing Program Administrator, will determine all teaching assignments for the AS degree courses offered at Allegany College of Maryland.
- 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 Allegany College of Maryland's ATB contact person will be the sole responsibility of Allegany College of Maryland.
- d. FSU faculty who teach Allegany College of Maryland courses on an adjunct basis will be paid at the Allegany College of Maryland rate, and will sign an adjunct faculty contract.
- e. Each Party shall be separately responsible for its faculty who teach its own courses in the 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.

XI. Option Changes

- a. Substantial changes to the option of study, curtailment or discontinuance of this option 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 option at the time of the written notice of termination is given may continue to participate in the option 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 option 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.

Entered into this 26th of July, 2016
(date) (month)

Allegany College of Maryland

Frostburg State University

Cynthia Bambara
Dr. Cynthia Bambara, President

Ronald Nowaczyk
Dr. Ronald Nowaczyk, President

Kurt Hoffman
Dr. Kurt Hoffman,
Interim Senior Vice President of
Instructional Affairs

Ahmad Tootoonchi
Dr. Ahmad Tootoonchi,
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David Dewitt
David Dewitt, MS, CPA
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Joseph Hoffman
Dr. Joseph Hoffman, Dean,
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Debbie Costello 10/6/16
Debbie Costello, MSN, RN
Director of Nursing Education

Heather Gable
Dr. Heather Gable, Chair,
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