

Sean Morton

From: Stephen J. Simpson [ssimpson@frostburg.edu]
Sent: Monday, March 27, 2006 3:35 PM
To: Sean Morton
Subject: FW: Engineering MOU update

Attachments: MOU - UMCP revisions 3.27.06.doc; pperes.vcf



MOU - UMCP pperes.vcf (316 B)
revisions 3.27.06.d..

Sean,
Please print 4 color copies, put in mail folder.
Thanks,
Steve

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-----Original Message-----

From: Phyllis Peres [mailto:pperes@umd.edu]
Sent: Monday, March 27, 2006 3:31 PM
To: Stephen J. Simpson
Cc: Joe Hoffman
Subject: Re: Engineering MOU update

Steve (and Joe):

Attached is the Engineering MOU with the College Park revisions highlighted in blue. Some, no doubt, will need a bit more of negotiation.

Best,
Phyllis

DRAFT

**REVISED MEMORANDUM OF UNDERSTANDING BETWEEN FROSTBURG STATE
UNIVERSITY AND UNIVERSITY OF MARYLAND, COLLEGE PARK**

**Collaborative Engineering Programs at Frostburg State University
March 2006**

1. **Programs to be Offered:** The University of Maryland College Park (UM) and Frostburg State University (FSU) will collaborate to offer undergraduate programs in electrical engineering and mechanical engineering for students residing on the FSU campus. These will be separately accredited programs within the Clark School of Engineering. Students successfully completing these programs will be awarded B.S. degrees from the University of Maryland, College Park.
2. **Modes of Instruction:** General education courses, basic-science courses, all 100- and 200-level engineering courses, and **most** upper-level engineering courses with design and/or laboratory component will be taught by faculty on-site at FSU. Most upper-level engineering courses will be delivered to FSU from UM via distance learning.
3. **Tuition and Fees:** Students will be billed directly by FSU during all four years of the program. During the freshman and sophomore years, students will pay tuition and fees at FSU rates, with FSU keeping the tuition revenue for these courses. After completing 45 credits of designated course work, students will apply for formal admission into UM's Clark School of Engineering. Upon acceptance into the program, students will be considered upper-division students and will begin paying UM tuition rates and FSU auxiliary fees at the beginning of the next semester. During this second half of the program, FSU will keep **50%** of the tuition revenues during the regular academic year (fall and spring semesters) to cover administrative costs of billing and registration. FSU will then forward the remaining tuition revenues to UM to cover costs associated with teaching courses through distance learning.

(The proposed increase in the percentage of tuition revenue kept by FSU from 25% to 50% is not acceptable.)

Also, during this second half of the program for summer and intersession terms, students will pay UM tuition and FSU auxiliary fees for any courses taken on the FSU campus. During these self-supporting terms, FSU will keep 75% of the tuition revenues to cover the cost of the faculty teaching the course and forward 25% of the tuition revenues to UM to cover administrative costs. Students will receive UM residency credit for courses completed. **The FSU coordinator shall inform the Clark School of these courses to ensure proper registration of the collaborative students. Registration of collaborative students for summer and intersession terms is addressed in item 12 in this MOU.**

4. **Financial Aid and Scholarships:** Lower-division students will be eligible to apply for financial aid through FSU during the freshman and sophomore years. Once students are formally admitted as UM upper-division students, UM financial aid procedures will apply. In addition, FSU institutional awards, such as merit scholarships, will not continue at UM. Furthermore, students who begin at FSU will be informed that the awarding of financial aid funds can vary between FSU and UM. The UM Financial Aid Office will send notification to FSU's Bursar each summer of the aid awarded to

collaborative engineering students by UM.

Upper-division students may receive state work study support through FSU. If an upper-division student qualifies for federal work study, the FSU and UM Financial Aid Offices will collaborate annually to develop a process that will enable the student to accept the award. For collaborative students who are awarded federal aid through UM but are approved to work on the FSU campus, FSU will be responsible for the matching funds.

5. **Freshman Admission:** Individuals applying for freshman admission will submit applications to FSU's Office of Admissions. Students will be initially accepted into the program as collaborative engineering students based on the admission standards at the Frostburg campus and will be given the performance criteria required for remaining in the engineering major. Credits-by-exam will be awarded based on the standards in effect at UM in the year the student enters FSU. Students admitted into the program will be subject to an academic review at the end of the semester in which they attain 45 credits (see item #7).
6. **Transfer Student Admission:** Transfer students will apply to the FSU Admissions Office for admission into the program. All students will be admitted as pre-engineering majors and will be required to complete at least one semester of course work at FSU before applying for the 45 credit review (see item #7). Evaluation of transfer credit will be performed by the FSU Admissions Office, using the UM Transfer Credit Center's course equivalency standards stated on their web page. A list of course equivalencies will also be provided to potential transfer students for the collaborative engineering program.
7. **Forty-Five Credit Review and Transfer Admission to UM:** In order to successfully complete the review, all students must have a minimum overall GPA of 2.0 and have completed ENES 100 and the following sequence of Gateway requirements: MATH 237, PHYS 261, and CHEM 102 or CHEM 133 with a grade of C (2.0) or better. Only one repeat of a single course to the set of Gateway courses will be considered to meet the review requirements. A course in which a grade of "W" (withdrawn) is earned is counted as an attempt. Students who are currently enrolled in one or more of the required Gateway courses during the semester in which the review takes place may be granted a provisional pass of the review, based on their successful completion of the course(s) by the end of that semester. The review will be conducted by the Coordinator of Collaborative Engineering Programs on the FSU campus. The Coordinator will notify the Clark School of Engineering the results of the review.

In order to transfer to UM and the Clark School, a student must meet all current UM and Clark School transfer requirements. Currently these are passing the 45 credit review, completing Fundamental Studies English (ENGL 101), completing Introduction to Engineering Design (ENES 100), completion of at least one CORE distributive studies course (not including mathematics/science) and a minimum overall GPA of 3.0 for all college level course work.

8. **General Education Program (GEP) Requirements:** Students admitted to the program at FSU will meet UM's General Education Program requirements using approved FSU courses, as published in the FSU catalogue under the Collaborative Engineering Programs. Modifications to this list will be jointly determined by FSU and UM.

Evaluation of transfer credit to meet general education requirements will be based on consultation with the UM Transfer Credit Center, following the statewide general education transfer policies stated in C.O.M.A.R.

9. **New Course Approval:** Faculty developing new engineering courses to be offered on-site at FSU will communicate with the respective program director at UM to ensure that the course content is equivalent to the corresponding course taught at UM. Respective UM Electrical Engineering or Mechanical Engineering program directors will review the course content with regular standing Program, Curricula and Course (PCC) committees within the academic units and the Clark School. Once approved by UM, the new course will go through the standard university procedure at FSU for adoption, securing approval from the FSU Academic Affairs Committee and Faculty Senate. Upon completing the review successfully, the courses will be reported to UM to ensure that they are listed on record as being equivalent.
10. **Technical Electives:** The FSU Coordinator of Collaborative Engineering Programs will submit a list of existing upper-level FSU courses that may serve as non-engineering technical electives to the respective program directors at UM for review and approval. Upon approval, this will be reported to the Dean's Office in the Clark School of Engineering, the Transfer Credit Center at UM, and the Coordinator of Collaborative Engineering Programs at FSU. An up-to-date list of approved technical electives will be maintained by the Departments of Electrical and Mechanical Engineering at UM, the UM Engineering Student Affairs Office, and the FSU Coordinator for Collaborative Engineering Programs.
11. **Course Scheduling:** All courses taught on-site at FSU will be listed in FSU's course schedule and placed in the FSU catalog as Frostburg courses. UM will identify the courses to be delivered through distance learning each semester and communicate the schedule of course offerings in advance to the FSU Coordinator of Collaborative Engineering Programs. UM courses will be entered into FSU's student records management system with special codes and placed in FSU's class listing as UM courses.
12. **Course Registration:** During the freshman and sophomore years, lower-division engineering students will register for all of their FSU courses through the established university procedure. If students enroll in any distance learning courses during the first two years, the student will complete the University System of Maryland's interinstitutional registration form and submit it to the FSU Registrar's Office for processing.

After **transfer to UM**, students will submit their registration forms directly to the Coordinator for Collaborative Engineering Programs at FSU. These forms will be forwarded first to the FSU Registrar's Office for processing of the FSU course registrations, then to Engineering Student Affairs at UM for processing of the UM course registrations. USM interinstitutional registration procedures will apply.

For summer and intersession terms, students taking FSU courses will register through the FSU Registrar's Office, with written permission from their advisor at FSU and final written permission

from the Office of Undergraduate Advising and Academic Support in the Clark School of Engineering. UM transcripts will reflect a grade for any courses taken during these terms.

13. **Grades:** For all courses taken by upper-division students in the collaborative program, regardless whether they are taught at FSU or delivered by UM over interactive video, both the credits and the grades earned in the courses will be reflected on the transcript issued by UM. Grades for all courses will be factored into the student's cumulative GPA.
14. **Degree Audits and Transcripts:** All degree audits and transcript reviews will be completed in the Office of Undergraduate Advising and Academic Support in the Clark School of Engineering. Diplomas and transcripts will be issued by UM.
15. **Academic Standards:** FSU academic standards and procedures will be in place for lower-division students in the program (e.g., standards for academic probation and dismissal, grade grievance policies, and procedures for adjudicating academic dishonesty cases). After being accepted into UM and the program at the 45 credit mark, upper-division students must meet all of UM's academic standards, as published in the UM Undergraduate Catalog. FSU codes of conduct will apply throughout the program since students will be located at the FSU campus.
16. **Student Participation in Athletics:** After passing the 45 credit review, upper-division students who are now officially UM engineering majors must request a special exception to NCAA regulations in order to continue participating in athletics at FSU. This process is handled by the FSU Director for Special Academic Services.
17. **Faculty:** The engineering faculty on-site at FSU will hold joint appointments at both FSU and UM, with the majority appointment at FSU. The faculty will work within the FSU Department of Physics and Engineering, with tenure and promotion awarded by FSU. Representatives from UM's Clark School of Engineering will participate in all decisions regarding the hiring, promotion, and tenure of engineering faculty at FSU.
18. **Program Review:** Programs will be periodically reviewed by committees with representatives from the respective programs at both institutions to ensure that accreditation standards are met. The frequency of this review will be determined by the individual Departments at UM. Additionally, the programs may also be reviewed subject to the program-review certification policy of USM.
19. **Program Termination:** This program may be terminated by either party. In the event of termination, each party agrees to continue implementation of the program until each admitted student has had the opportunity to complete the desired degree, or has been offered a realistic opportunity to complete an equivalent degree at another institution.

Catherine R. Gira, President
Frostburg State University

Date

C.D. Mote, Jr., President
University of Maryland College Park

Date