

**Memorandum of Understanding**  
**Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BSN) Program:**  
**A Collaborative Degree Option of Baltimore City Community College (BCCC) and**  
**Notre Dame of Maryland University (NDMU)**

***I. Summary***

Baltimore City Community College and Notre Dame of Maryland University agree to offer a collaborative option in which students will pursue an Associate of Science (AS) degree in Nursing at Baltimore City Community College and then continue to complete a Bachelor of Science (BSN) degree in Nursing at Notre Dame of Maryland University. The Associate of Science to Bachelor of Science degree option described in this Memorandum of Understanding shall be referred to as "ATB".

***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. Students will be simultaneously admitted and then enrolled to 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 NDMU for the completion of the BSN degree.

***III. Overall Requirements***

- a. Students must meet application requirements for Baltimore City 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 Notre Dame of Maryland University as a degree-seeking student for the Bachelor of Science Nursing Program while they are enrolled in the Associates to Bachelor's program (ATB).
- c. Students **must be dually enrolled (ACCEPTED) at BCCC and NDMU 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, program dismissal, will be established by NDMU and BCCC to insure compliance.
- f. The AS degree will be awarded by BCCC 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 NDMU upon successful completion of the BS in nursing program requirements.

#### **IV. Curriculum**

- a. NDMU and BCCC 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 Associate to Bachelor (ATB) contact person will propose curricular and/or programmatic changes, subject to approval by the respective institution. Any such changes that effect AS degree requirements will be submitted to the respective BCCC 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 NDMU curriculum approval body, which has responsibility for final approval.
- d. The BCCC Nursing Administrator, 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 any accrediting agencies identified by BCCC and Department of Nursing.
- e. The NDMU Academic Chairperson, Department of Nursing, in consultation with the ATB contact persons, will be responsible for assuring that the program's curriculum content meets accreditation requirements for the BS degree. This includes notification to the Maryland Board of Nursing and any accrediting agencies identified by NDMU and Department of Nursing.
- f. BCCC and NDMU 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 BCCC and an application through Selective Admissions to the AS degree nursing program, and pay all appropriate application fees to BCCC. Students will sign a statement granting permission to forward applications and/or related documents to NDMU.
- b. A collaborative ATB committee (composed of BCCC and NDMU faculty and staff) will establish the screening criteria and select the students for the program.
- c. Information on students selected for admission by the ATB Committee will be forwarded to the NDMU for final approval for those applicants who meet NDMU 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 program.
- b. Appointments to the ATB Committee will be made by the BCCC Nursing Program Administrator and the NDMU 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 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 NDMU or BCCC faculty and/or staff before the student is admitted to BCCC. Once admitted, students will be assigned a BCCC faculty advisor for the duration of the AS degree portion of the ATB program, and a NDMU faculty advisor for the entire duration of the ATB program. BCCC and NDMU 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 BS 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 BCCC's and NDMU's nursing websites.
  - ii. Once admitted to the ATB program, students will have access to all student services at BCCC, 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 NDMU 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 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 BCCC.
  - ii. Student records for the BS Degree Program will be maintained by NDMU.
  - iii. All BCCC credits associated with the program will be posted on the students' records at NDMU.
  - iv. Any NDMU credits which will be transferred to BCCC in partial completion of AS Degree Program requirements will be posted on the students' records at BCCC.
- d. *Financial Aid*
- i. BCCC will serve as the host institution for awarding and dispersing of financial aid to students for their course enrollment and clinical work that goes towards their Associate degree (all courses completed at BCCC).
  - ii. BCCC will be responsible for all necessary monitoring, and include any related coursework being taken at NDMU, while students are completing their clinical portion of their program at BCCC.
  - iii. NDMU will serve as the host institution for awarding and dispersing of financial aid after the Associate degree has been awarded.
  - iv. BCCC will join in a formal consortium agreement with NDMU for administration of financial aid for the students in the ATB.
- 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 BCCC Nursing website and NDMU website, developed jointly through the ATB coordinating committee or designee.
  - ii. Students will register for their BCCC nursing courses through BCCC, and for their NDMU courses through NDMU.
  - iii. Students will enroll at NDMU for the NDMU courses that they are taking on the BCCC campus.

## **VIII. Distribution of Tuition and Fees**

- a. *Revenue*
- i. Students will be billed separated by each institution and will pay for tuition and fees separately to each institution.

- ii. Students will be billed for BCCC courses and fees at BCCC rates and NDMU courses and fees at NDMU rates.
  - iii. Students pursuing coursework provided by BCCC will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by BCCC.
  - iv. Students pursuing coursework provided by NDMU will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue refunds as established by NDMU.
  - v. Students will be dually enrolled in both institutions during their time at BCCC.
  - vi. NDMU will be responsible for issuing refunds to students for NDMU courses.
  - vii. BCCC will be responsible for issuing refunds to students for BCCC courses.
- b. *Expenses*
- i. NDMU's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by NDMU.
  - ii. BCCC's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by BCCC.
  - iii. NDMU and BCCC 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 BCCC Nursing Program Administrator, in conjunction with the Nursing Campus Directors, will determine all faculty teaching assignments for the AS degree courses offered at BCCC.
- b. The NDMU Associate Dean, Entry-Level and Dual Enrollment Programs, in collaboration with the Associate Dean, Adult Undergraduate Programs will determine all faculty teaching assignments for the ATB courses offered through NDMU.
- c. The appointment of NDMU's ATB contact person will be the sole responsibility of NDMU, and the appointment of BCCC's ATB contact person will be the sole responsibility of BCCC.
- d. BCCC faculty who teach NDMU courses on an adjunct basis will be paid at the NDMU rate, and will sign an adjunct faculty contract.
- e. BCCC faculty who teach NDMU courses may teach them as part of their regular workload, subject to approval of the BCCC Nursing Program Administrator.
- f. NDMU faculty who teach BCCC courses on an adjunct basis will be paid at the BCCC rate, and will sign an adjunct faculty contract.
- g. NDMU faculty who teach BCCC courses may teach them as part of their regular workload, subject to approval of the NDMU School of Nursing Dean.

- h. Each Party shall be separately responsible for its faculty who teach its own courses in the Program.

#### Liability

1. Subject to the limitations of the Local Government Tort Claims Act, BCCC shall save, defend, indemnify, and hold Notre Dame, its officers, trustees, employees, and agents harmless for any and all claims, actions and suits for bodily injury, death or property damage arising under this Agreement or any extension thereof by reasons of the actions of Notre Dame or its employees or agents.
2. Notre Dame shall save, defend, indemnify, and hold BCCC, its officers, trustees, employees, and agents harmless for any and all claims, actions and suits for bodily injury, death or property damage arising under this Agreement or any extension thereof by reasons of the actions of BCCC or its employees or agents..

#### D. MISCELLANEOUS

1. This Agreement is not assignable but shall bind the corporate successors of Notre Dame and BCCC.
2. This Agreement will not create an employment or partnership relationship between Notre Dame and BCCC.
3. No amendment to this Agreement shall be valid and binding unless in writing signed by both parties.
4. Notice of any action taken by either party and required to be reported to the other party under this Agreement shall be mailed, certified delivery, to the other party at the address stated below:

#### 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 President 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

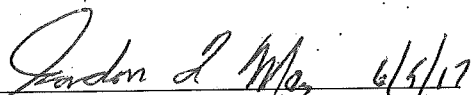
enrolled in the program at the time of the written notice of termination is given may continue to participate in the program until such student has the opportunity to complete the required courses and earn a BS degree. However, in no event shall this obligation survive for more than two years after the effective termination date of this MOU.

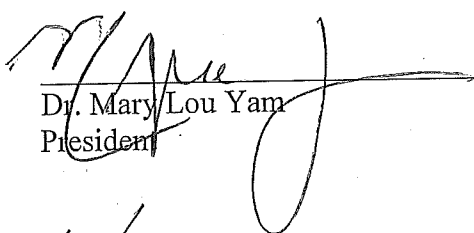
This MOU constitutes the entire agreement between the parties with respect to the degree program described in the "Summary and Overview" sections and supersedes all previous agreements between the parties related to the Program, whether written or oral.

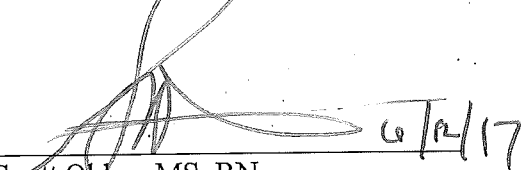
We, the undersigned, approve this agreement on behalf of our respective institutions.

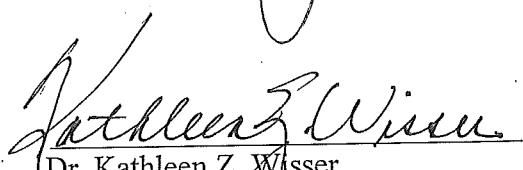
**Baltimore City Community College**

**Notre Dame of Maryland University**

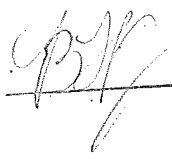
  
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Dr. Gordon F. May  
President

  
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Dr. Mary Lou Yam  
President

  
\_\_\_\_\_  
Scott Olden, MS. RN.  
Dean, School of Nursing &  
Health Professions

  
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Dr. Kathleen Z. Wissner  
Dean, School of Nursing

Approved for Form & Legal Sufficiency

  
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Signature