

**MEMORANDUM OF UNDERSTANDING
BETWEEN
U.S. OFFICE OF PERSONNEL MANAGEMENT
AND
NOTRE DAME OF MARYLAND UNIVERSITY**

PREAMBLE

Notre Dame of Maryland University, located at 4701 N. Charles Street Baltimore, Maryland 21210 (USA), hereinafter referred to as "NDMU," and the U.S. Office of Personnel Management, Employee Services, Strategic Planning, Learning & Development, headquartered in Washington, D.C. (USA), and hereinafter referred to as "OPM," have developed this Memorandum of Understanding ("MOU") to pursue an educational collaboration with the mutually beneficial goals as set forth herein. OPM and NDMU hereinafter are collectively referred to as "the Parties".

I. SCOPE

A. PURPOSE

The purpose of this Agreement is to formalize an agreement allowing members of the Federal workforce to enroll in undergraduate, Post-baccalaureate Certificate (PCB), and graduate level programs ("the Programs") at NDMU. Programs will be delivered in an online format.

NDMU has identified 9 appropriate programs that would fit well with the Federal Academic Alliance and provide the Federal workforce opportunities for advanced certification (PBCs), undergraduate degree completion, and graduate degree programs. See Appendix A for a list of available programs.

OPM students completing NDMU Post-baccalaureate Certificate (PCB) program in Risk Assessment and Risk Management (18-credit hours) with a cumulative GPA of 3.0 or higher may also elect to seamlessly continue in the program and complete the remaining courses (12-credit hours) necessary to be awarded a Master of Science in Risk Management.

This Agreement sets forth the goals, objectives, rights, and responsibilities of the parties. If NDMU and OPM develop additional agreements to accomplish or supplement specific transactions, those agreements shall be made in writing, executed by the parties, and incorporated by reference into this document.

B. GOALS/OBJECTIVES

To provide expanded educational opportunities for members of the Federal workforce by making available through a collaboration between both Parties the undergraduate, post-graduate and graduate-level courses and programs needed to complete advanced

study, degree completion, certificates, and graduate degrees.

C. PROGRAM PROCESS AND DESCRIPTION

Students will apply to NDMU and be assigned an enrollment advisor to help facilitate their application to enroll in asynchronous online classes and programs. Students may begin either in the fall or spring semesters. Students will follow the NDMU regular semester schedule of classes. The format of online programs is an accelerated course design, with each semester divided into two terms. Students typically enroll in one or two courses each term in the fall and spring, and may also enroll in one course in the winterim, and one course in each of the summer terms.

Students will be responsible for submitting a complete graduation application, which includes past transcripts from all previous study, and paying application fees, course-related fees, graduation fees, and tuition in accordance with the schedule established by NDMU and OPM.

II. ASSIGNED RESPONSIBILITIES

A. COURSE SELECTION AND REPORTING

1. NDMU retains all rights and responsibilities related to course design, content and delivery for courses, as well as sequencing of courses and assignment of instructors.

B. STUDENT SERVICES

1. NDMU and OPM will each appoint a faculty or staff liaison to assist OPM students with registration, academic planning, and advising. This will include clear communication on class schedules and registration policies and procedures.
2. OPM students enrolled in the Program courses will have access to the following NDMU services:
 - a. Library services through the Loyola-Notre Dame Library
 - b. Bookstore services
 - c. Student academic support services, including 24/7/365 Smarthinking
 - d. Learning management system (LMS) access for courses
 - e. Invitations to general campus events and lectures
 - f. New student orientation
 - g. Student ID card and NDMU email account

C. FACILITIES PROVIDED BY NDMU

1. NDMU shall provide at its sole cost and expense, virtual

classrooms/LMS to meet instructional needs for the Program and classes offered under its auspices, including Help Desk services.

D. MARKETING AND STUDENT RECRUITMENT

1. All marketing to OPM students will be based upon a student recruitment plan mutually developed by NDMU and OPM.
2. NDMU and OPM will market the Programs as part of their regular and ongoing marketing initiatives, including featuring the Programs on their respective Web sites.
3. The respective NDMU and OPM liaisons designated under Subsection B(1) of this Section will collaborate and provide input in developing all marketing and public relations. The NDMU Provost and OPM representative will jointly approve all marketing materials.

E. TUITION & FINANCE

1. NDMU will be responsible for awarding, managing, and reporting all applicable federal, state, institutional, and other financial aid.
2. OPM students enrolled in the Program will receive a 25% discount on tuition.
3. OPM students will not be charged an application fee.
4. NDMU's Bursar, or related position with similar responsibilities, will invoice OPM students directly.
5. OPM students shall submit payment to NDMU before the start of each semester or enter into an approved payment plan with the Bursar, or related office, in accordance with NDMU's published student accounts schedule. If payment is not received by published due date, a late fee may be applied to a delinquent student account in accordance with the University's published policy, and a registration hold may be placed upon a student's account barring future registration.
6. Should a student fail a course(s), they will be required to follow the NDMU policies regarding course failures and GPA requirements to remain in good standing.
7. Should a student take a course(s) out of sequence in a particular program, or take a course(s) not in the student's program of study, the student bears all responsibility and may be out-of-synch in completing their program of study on time. Students must consult their degree program course sequence sheet prior to registration and work with their academic advisor.

8. OPM Students separated from the Federal workforce but in good academic standing with NDMU may continue in their program but will not be eligible for discounted tuition and will be charged the Program's regular tuition and applicable fees per the University's published tuition and fee schedule.

III. TERMS AND CONDITIONS

A. TERM AND RENEWAL

1. This MOU shall have an initial term beginning on the effective date of this agreement and ending at the conclusion of the 2024-2025 academic year (June 30, 2025). This MOU will automatically renew for subsequent one (3) year term.
2. The Parties agree to review the MOU and any appendices on a biennial basis or sooner, if needed.
3. Modification of this agreement must be made between the Parties in writing and signed by both Parties, and incorporated by reference into this document.

B. TERMINATION CLAUSE

1. Either party may terminate this MOU at any time by giving the other party at least ninety (90) calendar days prior written notice.
2. If this MOU is terminated, all students identified on or before the effective date of termination will be able to complete their studies in accordance with the terms of this MOU that are relevant to their specific circumstances. Teach-out plans will be included and developed in the case the MOU is terminated. Tuition discounts negotiated as part of this MOU will not remain effective once the MOU is terminated.

C. GENERAL TERMS AND CONDITIONS

1. Subject to any limitations and defenses imposed or available by law, the Parties agree that each shall be responsible for its own actions and omissions, pursuant to the performance of this MOU or arising out of the arrangement described in this MOU, and neither party shall try to hold the other liable with respect to any matter not arising from the other party's actions or omissions.
2. This MOU shall be governed in accordance with the laws of the State of Maryland.
3. Notwithstanding any other provision of this MOU, all information relating to student educational records shall be treated in accordance with Maryland law and the Federal Educational Rights and Privacy Act (FERPA).
4. Neither OPM nor NDMU shall use any identifying marks of the other without the express written permission of the other party.

5. If any section or provision of this MOU is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision shall be deemed severed and the validity of the remainder of this MOU shall not be affected thereby.
6. This MOU constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be modified, amended, or supplemented, or any rights herein waived, unless such amendment or modification to this MOU (i) is in writing; (ii) refers to this MOU; and (iii) is executed by an authorized representative of each party. This MOU supersedes any and all previous agreements, whether written or oral between the parties.
7. Notice of any action taken by either party and required to be reported to the other party under this MOU shall be mailed, certified delivery, to the other party at the address stated below:


U.S. office of Personnel Management
 ATTN: Soraya Smith
 Washington, DC 20415
 Email: Soraya.Smith@opm.gov

Notre Dame of Maryland University
 ATTN: Sister Sharon Slear, Provost & VPAA
 4701 N. Charles St.
 Baltimore, MD 21210
 Email: sslear@ndm.edu
 CC: sharkness@ndm.edu

8. This Agreement is not assignable but shall bind the successors of Notre Dame and OPM.
9. Nothing in this MOU shall be deemed or implied to create a joint venture or partnership of any kind between OPM and NDMU. Neither OPM nor NDMU 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. Employees of one institution are not deemed employees of the other.

NOW, THEREFORE this MOU is approved and shall be effective upon the date of the signatures of OPM and NDMU of Maryland University.

By: _____
 U.S. Office of Personnel
 Management

By: 
 Marylou Yam, Ph.D.
 President

Date: _____

Date: 3/3/2022

Appendix A: Approved Programs

B.A. Business - <https://online.ndm.edu/online-degrees/ba-business/>

The bachelor's degree in Business prepares tomorrow's business leaders with the skills today's employers are seeking: team building, persuasive communication, and conflict resolution. These skills are taught in tandem with a strong foundation in core business concepts developed through experience and experimentation. Our business majors solve complex business challenges in simulations, examine real case studies, and gain valuable internship experience to build their resumes. Graduates are prepared with professional skills and a thorough understanding of economics, marketing, management, and finance.

Actuarial Science (Post-Baccalaureate Certificate) -

<https://www.ndm.edu/academics/programs/actuarial-science-post-baccalaureate-certificate>

The Actuarial Science certificate program provides a pathway for working professionals with a background in math or business to gain the skills needed to pursue entry-level positions in the high-demand field of actuary science.

Philanthropy (Post-Baccalaureate Certificate) - <https://www.ndm.edu/grad-prof-studies/academics/programs/philanthropy-post-baccalaureate-certificate>

Our Philanthropy certificate program will prepare professionals to advance the culture of philanthropy within an organization. Courses cover the essential principles of development including fundraising and grant writing, cultivating donors, building a successful fundraising campaign, and more.

Risk Assessment and Management (Post Baccalaureate Certificate) -

<https://online.ndm.edu/online-degrees/certificate-risk-management/>

Business interruption, market developments, cyber incidents, natural catastrophes, changes in legislation and regulation, macroeconomic developments, fire and explosion, political risks and violence, loss of reputation or brand value, changing budget priorities, and new technologies are but a few of the reasons why organizations around the globe brace themselves against an era of greater uncertainty. Whether individuals have experience in business, government, education, non-governmental organizations or non-profits, this program employs a diverse curriculum to enhance their risk analysis skills, regardless of their professional experience. They will develop expertise in the essentials of risk management, risk assessment and risk communication as they build viable skills for decision-making under uncertainty that are crucial for leadership positions.

Leadership and Management (Post Baccalaureate Certificate) -

<https://www.ndm.edu/grad-prof-studies/academics/programs/leadership-and-management>

The Post Baccalaureate Certificate in Leadership and Management is a multidisciplinary program that grounds effective business practices in a liberal arts foundation covering the science and art of leadership and management. Our curriculum prepares leaders to master challenges and to effect change through discernment and ethics.

M.A. in Contemporary Communication - <https://online.ndm.edu/online-degrees/ma-contemporary-communication/>

From public relations to web to social media, the Contemporary Communication program provides the tools to develop comprehensive communication strategies within a constantly evolving media landscape. Our program's dynamic mix of creative and practical approaches to problem-solving will

prepare persons to craft innovative campaigns that are purposeful and impactful for your audience.

M.S. in Analytics - <https://online.mdia.edu/online-degrees/ms-business-analytics/>
The Master of Science in Analytics prepares professionals to manage the architecture of knowledge from traditional- and online-based resources. The curriculum focuses on multidisciplinary competencies in knowledge management technologies, qualitative processes and economic principles of change risk management.

M.S. in Risk Management - <https://online.mdia.edu/online-degrees/m-s-in-risk-management/>

Business interruption, market developments, cyber incidents, natural catastrophes, changes in legislation and regulation, macroeconomic developments, fire and explosion, political risks and violence, loss of reputation or brand value, changing budget priorities, and new technologies are but a few of the reasons why organizations around the globe brace themselves against an era of greater uncertainty. Expand career advancement potential with the M.S. in Risk Management degree. Whether professionals have experience in business, government, education, non-governmental organizations or non-profits, this program employs a diverse curriculum to enhance their risk analysis skills, regardless of their professional experience. They will develop expertise in the essentials of risk management, risk assessment and risk communication as they build viable skills for decision-making under uncertainty that are crucial for leadership positions.

M.A. Leadership and Management - <https://www.mdia.edu/grad-prof-studies/academics/programs/leadership-and-management>

The Leadership and Management program is a multidisciplinary degree that grounds effective business practices in a liberal arts foundation covering the science and art of leadership and management. Our curriculum prepares leaders to master challenges and to effect change through discernment and ethics. *Note some classes in this program may be on-campus or hybrid.