

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

***I. Summary***

The Community College of Baltimore County (CCBC) and Notre Dame of Maryland University (NDMU) agree to offer a collaborative option in which students will pursue an Associate of Science (AS) degree in Nursing at CCBC (including the Essex and Catonsville campuses) and then continue to complete a Bachelor of Science (BSN) degree in Nursing at NDMU. 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 ATB 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 at both institutions during the time period in which they are earning the AS degree. Following successful completion of the Associate degree **and** 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 CCBC 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 NDMU as a degree-seeking student during the entire time they are enrolled in the ATB.
- c. Students will be dually enrolled at CCBC and NDMU for the time period during which they are earning their AS degree in Nursing.
- d. Students must meet criteria for admission and progression as established by mutual consent of the two institutions for full acceptance into the ATB.
- e. Students must meet programmatic progression policy requirements to meet academic rigor throughout matriculation. Students are accountable to the Honor Code and to the criteria for progression in the nursing major.
- f. Students in the ATB will be held to all NDMU policies and procedures.
- g. The AS degree will be awarded by CCBC upon successful completion of the nursing AS degree requirements.
- h. Students must pass the NCLEX-RN® by mid-August after completion of the AS degree requirements. (This will be before students begin the final academic year of study with NDMU.)

- i. The BSN degree will be awarded by NDMU upon successful completion of the BSN degree requirements.
- j. A Collaborative ATB Committee composed of CCBC and NDMU representatives, will be designated to serve as the Leadership Council for the ATB.

#### **IV. Curriculum**

- a. NDMU and CCBC will each identify one person from its respective institution who will be the primary contact person/advisor for the dual ATB 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.
- c. Any such programmatic or curricular changes that affect AS degree requirements will be submitted to the respective CCBC curriculum approval body, which has responsibility for final approval.
- d. 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.
- e. The CCBC Nursing Program Administrator, in consultation with the ATB contact persons, will be responsible for assuring that the ATB'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 the CCBC Nursing Program.
- f. The NDMU Dean of the School of Nursing, in consultation with the ATB contact persons will be responsible for assuring that the ATB'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 NDMU's School of Nursing.
- g. CCBC 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 CCBC and an application through Selective Admissions to the AS degree nursing ATB and pay all appropriate application fees to CCBC. Students will sign a statement granting permission to forward applications and/or related documents to NDMU.
- b. The Collaborative ATB Committee, in consultation with the NDMU School of Nursing Admissions and Progressions Circle, will establish the screening criteria and select the students for the ATB.
- c. Selected students will then complete the appropriate enrollment process for matriculation into NDMU.

**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.
- b. Appointments to the Collaborative ATB Committee will be made by the CCBC Nursing Program Administrator and the NDMU SON Chair of Undergraduate Studies.
- 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 requirements, including General Education and prerequisite requirements for entry into the AS Degree portion of the ATB will be the responsibility of both institutions.
  - ii. Advising may be provided by NDMU or CCBC personnel before the student is admitted to CCBC. Once admitted, students will be assigned a CCBC advisor for the duration of the AS degree portion of the ATB, and a NDMU advisor for the entire duration of the ATB. CCBC and NDMU advisors will regularly confer about advisees.
  - iii. ATB 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.
- b. *Campus Access*
  - i. Web-based technology will be utilized for assistance to include administrative procedures such as admissions, financial aid, registration and billing, grade collection and reporting. Complete ATB information will be hosted on both CCBC's and NDMU's nursing websites.
  - ii. Once admitted to the ATB, students will have access to all student services at CCBC, 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.

- 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 ATB.
- c. *Student Records*
- i. Student records for the AS Degree ATB will be maintained by CCBC.
  - ii. Student records for the BSN Degree ATB will be maintained by NDMU.
  - iii. All CCBC credits for **non-nursing courses** that are part of the curriculum plan as identified in the articulation agreement will be transferred to NDMU. NDMU will award 30 upper division nursing credits upon passage of NCLEX-RN® (as provided by the statewide articulation agreement).
  - iv. Any NDMU credits which will be transferred to CCBC in partial completion of AS Degree requirements will be posted on the students' records at CCBC.
- d. *Financial Aid*
- i. CCBC will serve as the parent institution for awarding and dispersing of financial aid in year one (all courses completed at CCBC).
  - ii. NDMU will serve as the parent institution for awarding and dispersing of financial aid during years two and three of the ATB. Courses during these two years are taken concurrently at both institutions.
  - iii. NDMU will serve as the parent institution for awarding and dispersing of financial aid after the Associate degree has been awarded.
  - ii. CCBC 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 will be available through CCBC Nursing website and NDMU Nursing website, developed jointly through the ATB coordinating committee or designee.
  - ii. Students will register for their CCBC nursing courses through CCBC, and for their NDMU courses through NDMU.

### **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 CCBC courses and fees at CCBC rates and NDMU courses and fees at NDMU rates.

- iii. Students pursuing coursework provided by CCBC will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by CCBC.
  - 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 considered dually enrolled in both institutions once they have been accepted into the ATB and as long as they continue to meet the qualifications for the ATB.
  - vi. NDMU will be responsible for issuing refunds to students for NDMU courses.
  - vii. CCBC will be responsible for issuing refunds to students for CCBC 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. CCBC's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by CCBC.
  - iii. NDMU and CCBC will establish a mechanism for each institution to contribute 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 CCBC Nursing Program Administrator, in conjunction with the Nursing Campus Directors, will determine all teaching assignments for the AS degree courses offered at CCBC.
- b. The NDMU SON Chair of Undergraduate Studies will determine all 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 CCBC's ATB contact person will be the sole responsibility of CCBC.
- d. CCBC faculty who teach NDMU courses on an adjunct basis will be paid at the NDMU rate, and will sign an adjunct faculty contract.
- e. CCBC faculty who teach NDMU courses may teach them as part of their regular workload, subject to approval of the CCBC Nursing Program Administrator.
- f. Each party shall be separately responsible for its faculty who teach its own courses in the ATB.

**X. Liability**

- a. Subject to the limitations of the Local Government Tort Claims Act, CCBC 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 MOU or any extension thereof by reasons of the actions of Notre Dame or its employees or agents.

- b. Notre Dame shall save, defend, indemnify, and hold CCBC, 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 MOU or any extension thereof by reasons of the actions of CCBC or its employees or agents..

***XI. Miscellaneous***

- a. This MOU is not assignable but shall bind the corporate successors of Notre Dame and CCBC.
- b. This MOU will not create an employment or partnership relationship between Notre Dame and CCBC.
- c. 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 members of the Leadership Council representing both institutions.

***XII. 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.

***XIII. ATB Changes***

- a. Material changes to the ATB, curtailment or discontinuance of this ATB 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.

***XII. Effectiveness Termination***

- a. This MOU 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 ATB at the time of the written notice of termination is given may continue to participate in the ATB 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.

- b. This MOU constitutes the entire agreement between the parties with respect to the degree ATB described in the "Summary and Overview" sections and supersedes all previous agreements between the parties related to the ATB, whether written or oral. Nothing in this MOU creates an "academic program" or "division: or school of study, rather, this MOU represents only the collaborative effort between the parties to purposefully coordinate classes at each institution.


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

**The Board of Trustees of the  
Community College of Baltimore  
County**


**Notre Dame of Maryland University**

  
Sandra L. Kurtinitis, Ph.D., President


1/23/15  
Date

  
Mark McColloch, Ph.D.  
Vice President of Instruction

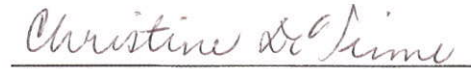
1/12/15  
Date

  
Carol D. Eustis, M.Ed.  
Dean, School of Health Professions


1/26/2015  
Date

  
Marylou Yam, President

1/28/2015  
Date

  
Christine De Vinne, Ph.D., OSU  
Vice President Academic Affairs

28 Jan 15  
Date

  
Katharine C. Cook, Ph.D., RN  
Dean, School of Nursing

1/28/15  
Date