

**Memorandum of Understanding**  
**Associate Degree in Nursing (AS) to Bachelor of Science in Nursing (BSN) Option:**  
**A Collaborative Degree Option of Carroll Community College (CCC) and**  
**Frostburg State University (FSU)**

***I. Summary***

Carroll Community College (CCC) and Frostburg State University (FSU) agree to offer a collaborative option in which students will pursue an Associate of Science (AS) degree in Nursing at CCC 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 CCC 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 CCC 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, dismissal, will be established by FSU and CCC to insure compliance.
- f. The AS degree will be awarded by CCC 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 CCC and FSU representatives, will be designated to serve as the leadership for the option.

#### **IV. Curriculum**

- a. FSU and CCC 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 CCC 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 CCC 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 CCC 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. CCC 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 CCC and an application to the Nursing Department for the AS degree nursing option. 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 CCC, students will complete general education course work to meet both CCC 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 CCC 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 CCC faculty or staff before the student is admitted to CCC. Once admitted, students will be assigned a CCC 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. CCC 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.

***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 option information will be hosted on both CCC's and FSU's nursing websites.
- ii. Once admitted to the ATB option, students will have access to all student services at CCC, 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 online student services at FSU during the entire enrollment in the ATB option.
- 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 option.

**c. *Student Records***

- i. Student records for the AS Degree will be maintained by CCC.
- ii. Student records for the BSN Degree will be maintained by FSU.
- iii. All CCC credits associated with the option will be posted on the students' records at FSU.
- iv. Any FSU credits which will be transferred to CCC in partial completion of AS Degree requirements will be posted on the students' records at CCC.

**d. *Financial Aid***

- i. FSU will serve as the host institution for awarding and dispersing of financial aid during student matriculation while in the ATB option.
- ii. CCC will join in a formal consortium agreement with FSU for administration of financial aid for the students in the 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 CCC Nursing website and FSU Nursing website, developed jointly through the ATB coordinating committee or designee.
- ii. Students will register for their CCC nursing courses through CCC, and for their FSU courses through FSU.

**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 CCC courses and fees at CCC rates and FSU courses and fees at FSU rates.
- iii. Students pursuing coursework provided by CCC will adhere to the protocols and policies related to course registration, drop/add, and course withdrawal and issue of refunds as established by CCC. 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. CCC will be responsible for issuing refunds to students for CCC 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. CCC's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by CCC.
  - iii. FSU and CCC 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 CCC Nursing Program Administrator, in conjunction with the Nursing Campus Directors, will determine all teaching assignments for the AS degree courses offered at CCC.
- 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 CCC's ATB contact person will be the sole responsibility of CCC.
- d. CCC faculty who teach FSU courses on an adjunct basis will be paid at the FSU rate, and will sign an adjunct faculty contract.
- e. CCC faculty who teach FSU courses may teach them as part of their regular workload, subject to approval of the CCC Nursing Program Administrator.
- f. FSU faculty who teach CCC courses on an adjunct basis will be paid at the CCC rate, and will sign an adjunct faculty contract.
- g. FSU faculty who teach CCC courses may teach them as part of their regular workload, subject to approval of the FSU Nursing Chair.
- h. 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.

### **XII. Indemnification**

Carroll Community College and Frostburg State University hereby agree to indemnify, defend, and hold harmless the other party including their Boards of Trustees, officers, employees, agents, directors, volunteers, successors and assigns from claims, causes of action, suits, liabilities, damages, losses, demands, costs, expenses, or judgments including courts fees or attorneys' costs arising out of the parties participation under this Memorandum of Understanding as a result of the negligent acts or omissions of its employees, officers, directors and affiliates. The duties arising under this paragraph shall survive the termination of this Memorandum of Understanding.

### **XIII. Insurance**

Carroll Community College and Frostburg State University each assure that they shall maintain insurance in sufficient amounts covering the negligence acts or omissions of their respective Board of Trustees, directors, employees, and agents associated with their performance under this Memorandum of Understanding.

Should any portion of this Memorandum of Understanding be declared invalid or unenforceable for any reason, such portion is deemed severable from this Memorandum of Understanding, and the remainder of the Memorandum of Understanding shall remain fully valid and enforceable.

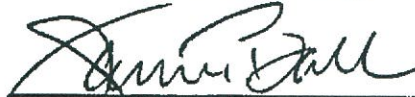
This Memorandum of Understanding shall be interpreted and enforced according to the laws of the State of Maryland.

This Memorandum of Understanding 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.  
IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding  
below:

**Carroll Community College**



James Ball, President



Jan Ohlemacher, Vice President of  
Student and Academic Affairs



Nancy Perry, Division Chair,  
Allied Health

**Frostburg State University**



Thomas Bowling, Interim President



Ahmad Tootoonchi, Interim Provost



Joseph Hoffman, Dean, College of  
Liberal Arts and Sciences



Heather Gable, Chair Department of  
Nursing

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## **General Information for this Online Option**

(Option is delivered in a fully online format with no on campus requirements)

### **I. General Program Information**

This dual enrollment option is available to eligible students once they are accepted to the Carroll Community College (CCC) Nursing Program. Admission is competitive and based on completed courses and grade point average (GPA). Students will be enrolled as degree students at CCC and FSU and begin to take FSU online courses during the Nursing Program at CCC. Once the Associate of Science Degree (A.S.) is awarded at CCC, students must take and pass the nursing licensure exam, the NCLEX-RN, and then continue coursework at FSU to complete the Bachelor of Science Degree in Nursing (B.S.N.).

Program length to complete both the A.S. nursing clinical program and the B.S.N. is 9 terms, including winter and summer sessions, and it takes approximately 2.5 years to complete.

CCC courses will be held at the CCC campus; FSU courses will be taken as online courses.

To assess your readiness to be an online learner, please read the FSU web pages and take the Online Readiness Survey: <http://www.frostburg.edu/nursing/distance-learning/computer-literacy-survey/> and <http://www.frostburg.edu/nursing/distance-learning/selfsurvey/?ice>

Also, to further assess your readiness to be an online learner, you can visit the following link to "test drive" an online Blackboard Nursing Course." Please visit: <http://www.frostburg.edu/nursing/bsn/blackboard-login/>

Two degrees will be awarded: A.S. from CCC and B.S.N. from FSU (where a minimum of 32 credits will be required from FSU to graduate).

Advisors will be available from both CCC and FSU.

Financial aid will be arranged through Frostburg State University Office of Financial Aid.

### **II. Program Admission Requirements**

- A. Admission to the CCC Nursing Program
- B. Selective process based on courses completed, GPA, and NLN-PAX (starting fall 2017)
- C. GPA of 3.0 or higher in CCC required admission courses
- D. Additional required courses (completed by the start of the first nursing course) with a C or better:
  - Chemistry (CHEM 101) 4 credits (must include a lab)
  - Statistics (MATH 115) 3-4 credits
  - Nutrition (BIOL 220) 3 credits
  - Arts and Humanities Elective 3 credits

### **III. ATB Program Progression**

Students must be successful in all required courses to continue in the ATB option.

Students are expected to complete the sequence of study as outlined in the CCC FSU ATB curriculum plan.

Students must successfully pass the NCLEX-RN to be allowed to start the remaining FSU courses (NURS-491, -495, -496).



#### IV. General Application Procedures

**Note:** Students applying to the FSU ATB Option must first be accepted to the CCC A.S. Degree Nursing Program.

**All applications, fees and transcripts must be received by FSU by the deadline of July 1, 2016.**

1. Apply online at [GoBobcats.frostburg.edu](http://GoBobcats.frostburg.edu)
2. Pay \$30 application fee online via credit card or electronic check.
3. Have official transcripts for all colleges/universities that you attended sent to FSU Admissions.
4. Admissions will review file and send to the FSU Nursing Department.
5. CCC and FSU Nursing Departments will review for acceptance into the ATB option.
6. Student will be notified by email with admission decision.

#### V. Tuition and Fees

Tuition and fees can change from one academic year to the next. The Fall 2016 tuition rate for in-state (MD) residents who are enrolled in FSU's RN to BSN Program is \$283/credit hour. For the most up to date information go to: <http://www.frostburg.edu/ungrad/expense/> and <http://www.frostburg.edu/nursing/bsn/admission-criteria/>

#### VI. Non-Nursing Course Requirements

Requirements for Admission to CCC Associate Degree RN Program	Additional Requirements for Admission to the FSU Associate to Bachelor's Option	Additional Non-Nursing FSU Requirements to Award the Bachelor of Science in Nursing
ENGL 101 College Writing 3 cr BIOL 101 Fundamentals of Biology 4 cr BIOL 210 Anatomy & Physiology I 4 cr BIOL 211 Anatomy & Physiology II 4 cr BIOL 215 Microbiology 4 cr MATH 115 Intro to Statistical Methods 4 cr PSYC 101 General Psychology 3 cr PSYC 211 Human Growth & Dev 3 cr SOC 101 Intro to Sociology 3 cr Fine & Performing Arts OR Communication Category 3 cr Humanities Category: ENGL-102, -201, -202, -211, or -240 3 cr	CHEM 101 Intro to Chemistry with Lab 4 cr  BIOL 220 Nutrition 3 cr  <b>Note:</b> Courses in this column can all be taken at CCC.	300-Level English 3 cr (Recommended: ENGL 308 Advanced Composition)  MGMT 356 Leadership and Human Behavior 3 cr  <b>Note:</b> the courses <u>above</u> will be taken online <u>during</u> the ATB Nursing program of study <u>at FSU</u> .  <b>Note:</b> the courses <u>below</u> can be taken <u>before or during</u> the ATB Nursing Option and can be taken at CCC or FSU. It is highly recommended they be completed <u>before</u> beginning CCC Nursing Courses; check with FSU advisor to be sure CCC courses will meet FSU requirement.  Fine & Performing Arts Category (not needed if student chooses Fine & Performing Arts at CCC) 3 cr Humanities Category (not needed if student chooses Communications course at CCC) 3 cr Identity and Difference Category 3 cr
<b>Totals:</b> 38 credits	7 credits	12 credits

#### VI. For more information:

For CCC related questions/course advising, contact Dr. Nancy Perry, Nursing Program Director, at [nperry@carrollcc.edu](mailto:nperry@carrollcc.edu) or 410-386-8231.  
For FSU related questions/course advising, contact Dan Saunders, ATB Coordinator at [dsaunders@frostburg.edu](mailto:dsaunders@frostburg.edu) or 301-687-3418.

# Carroll CC - Frostburg State University ATB Nursing Curriculum Plan\*\*

## Fall Start Plan

(Note: Students may wish to take additional CCC Core courses before beginning nursing sequence)

Term 1 Fall 2016	Term 2 Winter 2017	Term 3 Spring 2017	Term 4 Summer 2017	Term 5 Fall 2017
<u>CCC NURS 131</u> Health Assessment 1 credit/15 wks  <u>CCC NURS 132</u> Medication Administration 2 credits/15 wks  <u>CCC NURS 133</u> Nursing Concepts 1 5 credits/15 wks  <u>FSU NURS 403</u> Elements of the Professional Nursing Role 3 credits/15 wks	<u>FSU</u> 300 – Level English* 3credits/3wks	<u>CCC NURS 140</u> Nursing Concepts 2 9 credits/15 weeks  <u>FSU NURS 405</u> Ethics in Contemporary Nursing Practice- 3 credits/15 wks	<u>FSU NURS 401</u> Health Assessment 3 credits/6 wks  <b>AND</b> <u>FSU MGMT 356</u> Leadership and Human Behavior 3 credits/6 wks	<u>CCC NURS 233</u> Nursing Concepts 3 8 credits/15 weeks  <u>CCC Identity &amp; Difference Requirement for FSU*</u> 3 credits  <u>FSU NURS 406</u> Leadership for Nursing Quality and Safety 3 credits/15 wks
11 credits	3 credits	12 credits	6 credits	14 credits
Term 6 Winter 2018	Term 7 Spring 2018	Term 8 Summer 2018	Term 9 Fall 2018	
<u>FSU NURS</u> <u>Elective*</u> 3credits/3wks  (may wish to consider <u>FSU NURS 407</u> Health Finance if desire MSN degree)	<u>CCC NURS 242</u> Nursing Concepts 4 7 credits/15 weeks  <u>FSU NURS 404</u> Nursing Informatics 3 Credits/15 wks  <b>A.S. Degree Awarded</b>	<u>NCLEX – RN</u>  <u>FSU NURS 402</u> Nursing Research and Evidence-Based Practice 3 credits/12 wks  <u>CCC or FSU</u> Humanities or Fine & Performing Arts***	<u>FSU NURS 491</u> Population-Focused Nursing Practice 3 credits/15 wks  <u>FSU NURS 495</u> Population-Focused Nursing Practice Practicum 3 credits/15 wks  <u>FSU NURS 496</u> Capstone Project 2 credits/15wks  <b>B.S. Degree Awarded</b> upon completion of FSU 32 credit minimum requirement.	
3 credits	10 credits	3 credits	8 credits	

\*Students are encouraged to complete this course before the nursing clinical program begins. It may also be completed in a different term with permission of advisors.

\*\*Faculty at both CCC and FSU reserve the right to update curriculum plans in response to criteria set forth by accreditation bodies, best practices in nursing education, and the evolving needs of the health care system.

\*\*\*Students need one course in each category. See an advisor for details.