

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

I. Summary

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

IV. Curriculum

- a. FSU and Hagerstown Community College 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 Hagerstown Community College 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 Hagerstown Community College 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 Hagerstown Community College 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. Hagerstown Community College 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 Hagerstown Community College and an application to the School of Health Professions Admission Department for the AS degree nursing option, and pay all appropriate application fees to HCC. 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 Hagerstown Community College, students will complete general education course work to meet both HCC 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 Hagerstown Community College 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 Hagerstown Community College faculty personnel before the student is admitted to HCC. Once admitted, students will be assigned a Hagerstown Community College 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. HCC 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 HCC's and FSU's nursing websites.
- ii. Once admitted to the ATB option, students will have access to all student services at Hagerstown Community College, 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 Hagerstown Community College.
 - ii. Student records for the BSN Degree will be maintained by FSU.
 - iii. All Hagerstown Community College credits associated with the option will be posted on the students' records at FSU.
 - iv. Any FSU credits which will be transferred to Hagerstown Community College in partial completion of AS Degree requirements will be posted on the students' records at HCC.
- 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. Hagerstown Community College 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 Hagerstown Community College Nursing website and FSU Nursing website, developed jointly through the ATB coordinating committee or designee.
 - ii. Students will register for their Hagerstown Community College nursing courses through HCC, and for their FSU courses through FSU.

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 Hagerstown Community College courses and fees at HCC rates and FSU courses and fees at FSU rates.

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

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 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.

Hagerstown Community College



Guy Altieri, President



David Warner, Vice President,
Academic Affairs

Frostburg State University




Thomas Bowling, Interim President



Ahmad Tootoonchi, Interim Provost


Karen Hammond, Director of Nursing


Joseph Hoffman, Dean, College of
Liberal Arts and Sciences


Heather Gable, Chair, Department of
Nursing