

**MEMORANDUM OF UNDERSTANDING
BETWEEN
FROSTBURG STATE UNIVERSITY AND UNIVERSITY OF MARYLAND
FOR THE
Collaborative Engineering Program at Frostburg State University**

This Memorandum of Understanding (MOU) is entered into on this _____ day of _____, 2015, between the University of Maryland (UM) and Frostburg State University (FSU), both constituent institutions of the University System of Maryland. This MOU replaces in its entirety the MOU between the parties dated July 1997.

1. **Programs to be Offered:** The University of Maryland (UM) will offer on the Frostburg State University (FSU) campus an undergraduate program in mechanical engineering. This will be a separately accredited program. Students successfully completing this program will be awarded a B.S. degree from the University of Maryland.
2. **Modes of Instruction:** General education courses, basic science courses, all lower level engineering courses, and some upper-level engineering courses with a design and/or laboratory component will be taught by faculty on-site at FSU. Some upper level engineering courses will be delivered to FSU from UM via interactive video.
3. **Tuition and Fees:** Students will be billed directly by FSU during all four years of the program. While completing pre-engineering requirements, students will pay tuition and fees at FSU rates, with FSU keeping the tuition revenue for these courses. After completing 45 credits of designated course work, students will apply for formal admission into UM's Clark School of Engineering. Upon acceptance into the program, students begin paying UM tuition rates and FSU auxiliary fees at the beginning of the next semester. During this second half of the program, FSU will keep 25% of the tuition revenues to cover administrative costs of billing and registration. FSU will then forward the remaining tuition and revenues to UM to cover costs associated with teaching courses over interactive video.
4. **Financial Aid and Scholarships:** Lower division students will be eligible to apply for financial aid through FSU. Once students are formally admitted as UM upper-division students, UM financial aid procedures will apply. In addition, FSU institutional awards, such as merit scholarships, will not continue at UM. Furthermore, students who begin at FSU will be informed that the awarding of financial aid funds can vary between FSU and UM.
5. **Admissions:** Individuals applying for admission will submit applications directly to FSU's Office of Admissions. Students will initially be accepted as pre-engineering majors at FSU. After completing 45 credits of designated course work, students then apply for formal admission into the engineering program. Acceptance is based on the admission standards of UM's Clark School of Engineering.
6. **General Education Program (GEP) Requirements:** Students will follow FSU's GEP programs as outlined in the Undergraduate Catalog. UM will accept FSU's completed program as fulfilling all UM GEP requirements.

7. **New Course Approval:** In developing new engineering courses to be offered on-site at FSU, the FSU Collaborative Program Coordinator will communicate with the UM Collaborative Program Coordinator to ensure that the course content is equivalent to the corresponding course taught at UM. The new courses will then go through the standard university procedure at FSU for adoption, securing approval through the FSU governance system. The courses will be reported to UM to ensure that they are listed on record as being equivalent.
8. **Technical Electives:** The FSU Coordinator for the Collaborative Engineering Program will submit a list of existing upper-level FSU courses that may serve as technical electives to the UM Collaborative Program Coordinator for review and approval. An up-to-date list of approved technical electives will be maintained by the FSU and UM Collaborative Program Coordinators.
9. **Course Scheduling:** All courses taught on-site at FSU will be listed in FSU's course schedule and placed in the FSU catalog as Frostburg courses. UM will identify the courses to be delivered through distance learning each semester and communicate the schedule of course offerings in advance to the FSU Coordinator of the Collaborative Engineering Program. UM courses will be entered into FSU's student records management system with special codes and placed in FSU's schedule of classes as UM courses.
10. **Course Registration:** Students will register online through FSU for engineering courses taught on-site at FSU. For the courses offered over interactive video, students will register online through UM. The FSU Coordinator of the Collaborative Engineering Program will share with the FSU Financial Aid, Bursar, and Registrar's offices each semester a listing of collaborative engineering students and the UM courses in which they are registered.
11. **Degree Audits and Transcripts:** UM will review student transcripts before granting the student formal admission into the program at the 45 credit review and will audit transcripts prior to graduation. Diplomas and transcripts will be issued by UM.
12. **Academic Standards:** Students will follow FSU standards for academic probation and dismissal during the first two years of the program. After being formally admitted into the second half of the program, students will then follow UM's academic standards as required by ABET. Students will follow FSU policies regarding codes of conduct and other non-academic issues throughout all four years of the program.
13. **Student Participation in Athletics:** After passing the 45 credit review, upper-division students who officially become UM engineering majors must request a special exception to NCAA regulations in order to continue participating in athletics at FSU. This process shall be handled by the FSU Director for Special Academic Services.
14. **Faculty:** The engineering faculty on-site at FSU will hold joint appointments at both FSU and UM, with privileges jointly held. The faculty will work within the FSU Physics and Engineering Department, with tenure and promotion awarded by FSU as defined by the FSU Faculty Handbook and its policies and procedures.
15. **Modification:** This Memorandum of Understanding may be modified by mutual agreement of the parties. All modifications must be in writing and signed by the authorized representatives of UM and FSU.

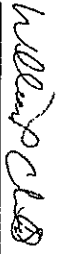
16. Program Termination: This Memorandum of Understanding may be terminated by either party should either party determine it is in its best interest to do so and with reasonable notice to the other party. In the event of termination, both UM and FSU agrees to continue the program described herein until each admitted student has had the opportunity to complete the desired degree or has been offered a realistic opportunity to complete an equivalent degree at another institution.

FROSTBURG STATE UNIVERSITY

UNIVERSITY OF MARYLAND


Jonathan Gibraltar
President

Wallace D. Loh
President


William P. Childs
Provost

Ann G. Wylie
Provost


Karen A. Treber
General Counsel