



MEMORANDUM OF UNDERSTANDING
between
THE UNIVERSITY SYSTEM of MARYLAND at HAGERSTOWN
and
FROSTBURG STATE UNIVERSITY

This Memorandum of Understanding (“MOU”) between the University System of Maryland at Hagerstown (“USMH”) and Frostburg State University (“FSU”), a constituent institution of the University System of Maryland, sets forth the principles, terms, and conditions under which FSU will offer academic programs at the USMH facility and USMH will provide academic support and student services.

USMH is a regional higher education center that offers upper division and graduate academic programs, training programs, and other related activities of the institutions of the University System of Maryland at its facility in Washington County, Maryland. USMH operates under the aegis of the University System of Maryland. Frostburg State University serves as the administrative institution for the USMH.

I. Term

The term of this MOU shall be from July 1, 2021 through June 30, 2024. The term may be renewed or extended upon the mutual written agreement of both parties, under such additional terms and conditions as the parties mutually agree. The parties agree to discuss renewal terms at least six (6) months prior to June 30, 2024.

II. Services provided to the University by the USMH

The following services and equipment will be provided to FSU for the operation of its programs at USMH:

- a. Office space for FSU’s faculty and staff working full-time at the Hagerstown facility.

- b. One desk, two guest chairs, one bookcase, one trash can and two file cabinets per office occupant. USMH offices are sized to typically house two occupants.
- c. One computer per desk with standard Microsoft Office, Windows, Outlook and anti-virus software.
- d. One telephone per desk, charges to be paid by FSU.
- e. Basic IT support provided by USMH.
- f. Printing and copying services, to be paid by FSU for faculty and staff. Students will pay on-site for printing and copying services.
- g. Classroom and meeting space provided, including distance education IVN rooms and computer labs.
- h. Library media support including all databases available to Frostburg State University. Additional library services shall include: (i) a small general reference materials section, (ii) electronic resources through the USM, (iii) delivery of books and articles ordered online to USMH, (iv) reserve room services, and (v) instruction on use of media and services provided.

III. Academic Programs Offered by the University

Delivery of programs will include distance mode and on site instruction. Classes will be offered day and/or evening. The number of students enrolled for each course shall be variable. In the event the enrollment is less than anticipated, the class may be cancelled at the discretion of FSU.

Undergraduate and Graduate Programs Offered On-Site:

BS/Business Administration
 BS/Early Childhood/Elementary Ed.
 BS/Psychology
 BS/Liberal Studies

MS/Physician Assistant
 MAT/Elementary
 MEd/Curriculum & Instruction
 MEd/Educational Leadership
 MEd/Literacy Ed
 MEd/School Counseling

IV. Student Services Provided By USMH

It is the mission of USMH to provide an enriching, state of the art and user-friendly learning environment for participating students. Specifically, the goals are to:

- a. Maintain a website that serves as an "electronic commons," allowing academic and extracurricular news and information to be accessed and transmitted by students and faculty;
- b. Inclusion in and coordination of all general USMH publication materials and promotional activities regarding programs to ensure maintenance of a consistent USMH image;
- c. Collection and dissemination of basic directory information including FSU faculty and staff names, titles, and email addresses, and program association, as appropriate;
- d. The USMH Student Success Center will provide unlimited student access for writing assistance and career advising.

V. Financial Agreement

This section explains the financial arrangements between the University System of Maryland at Hagerstown and Frostburg State University, agreed upon for the purpose of offering Frostburg State programs in Hagerstown.

Frostburg State University collects all tuition and fees from students studying at USMH. FSU pays nothing to USMH for use of any classrooms, offices or other facilities. This MOU and its dictates are unrelated to the MOU between USMH and FSU governing the administrative institution relationship.

VI. Modification and Amendment

This MOU may be modified or amended only in writing by mutual agreement of the parties.

Frostburg State University

Michael Mathias

Date: 11/1/21

Name: Dr. Michael B. Mathias

Title: Interim Provost

University System of Maryland at Hagerstown

Mark C. Halsey

Date: 10/21/2021

Name: Mark C. Halsey

Title: Executive Director