

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

This MOU shall become effective at the time of the last signature below to this MOU and shall supersede the MOU between the parties dated on April 23, 2018.

I. Summary

Anne Arundel 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 Anne Arundel Community College (AACC) and thereafter continue to complete a Bachelor of Science degree in Nursing (BSN) at Frostburg State University (FSU).

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 and continue to meet admissions requirements for AACC as a degree seeking student during the time they are enrolled in the AS Nursing degree portion of the curriculum.
- b. Students must meet and continue to meet the admissions requirements for FSU 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 AACC and FSU for the time period during which they are earning their AS degree in Nursing.
- d. Students must meet programmatic admission requirements, as posted on each institution's website. These admission requirements have been agreed upon by mutual consent of the two institutions for full acceptance into the ATB option.
- e. Students must meet programmatic progression policy requirements at each institution to meet academic rigor throughout matriculation. Procedures regarding disciplinary action and, as warranted, option dismissal, will be established by FSU and AACC to insure compliance.
- f. The AS Nursing degree will be awarded by AACC upon successful completion of the nursing AS degree program/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 at FSU.

- h. The BSN degree will be awarded by FSU upon successful completion of the program/option requirements.
- i. A Collaborative ATB Committee, composed of AACC and FSU representatives, will be designated to serve as the leadership for the program/option.

IV. Curriculum

- a. FSU and AACC will each identify one person from its respective institution who will be the primary contact person for the dual enrollment program/option and who will provide overarching coordination between the institutions.
- b. The ATB contact person will propose curricular and/or programmatic changes if any, subject to approval by the respective institution. Any such changes that affect AS degree requirements will be submitted to the respective AACC 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 AACC Nursing Program Administrator, in consultation with the ATB contact persons, will be responsible for assuring that the program/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 AACC and the 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 the Department of Nursing.
- f. AACC and FSU shall each retain ownership of their respective courses, including materials and content, for which they have responsibility under this MOU.
- 1. During the first year as a degree seeking student at AACC, students will complete general education course work to meet both AACC and FSU requirements.

V. Admissions

- a. Students will complete an application for admission into AACC and an application to the School of Health Sciences Admission Department for the AS degree nursing program/option, and pay all appropriate application fees to AACC. Students will sign a statement granting permission to forward applications and/or related documents to FSU.
- b. Students will complete an application for transfer admission to FSU upon acceptance into the ATB program/option at AACC. The FSU transfer

application fee of \$45.00 (USD) 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.

- c. The Collaborative ATB Committee, will establish the screening criteria and select the students for the program/option.
- d. 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 AACC 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.
- d. FSU will provide annual transfer reports to AACC. Transfer reports will include data and information on AACC transfer students that are currently enrolled at FSU. Transfer reports should include data and information regarding student demographics, number of credits transferred, scholarship awardees, number of students that have been conferred a bachelor's degree, and other pertinent information.

VII. Student Services

- a. *Advising*
 - i. Academic advising for the ATB degree program/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 AACC faculty personnel before the student is admitted to AACC. Once admitted, students will be assigned an AACC 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. AACC and FSU advisors will regularly confer about advisees.
 - iii. Program 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 AACC's and FSU's nursing websites.
- ii. Once admitted to the ATB option, students will have access to all student services at AACC, 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 AACC.
- ii. Student records for the BSN Degree will be maintained by FSU.
- iii. All AACC credits associated with the option will be posted on the students' records at FSU.
- iv. Any FSU credits which will be transferred to AACC in partial completion of AS degree requirements will be posted on the students' records at AACC.

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. AACC 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 AACC Nursing website and FSU Nursing website, developed jointly through the ATB coordinating committee or designee.
- ii. Students will register for their AACC nursing courses through AACC, 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 AACC courses and fees at AACC rates and FSU courses and fees at FSU rates.
- iii. Students pursuing coursework provided by AACC will adhere to the protocols and policies related to but not limited to course registration, drop/add, and course withdrawal and issue of refunds as established by AACC. Students pursuing coursework provided by FSU will adhere to the protocols and policies related to but not limited 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. AACC will be responsible for issuing refunds to students for AACC 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. AACC's operating expenses (e.g., phone, copying, library and technology, office supplies, and travel) will be paid by AACC.
- iii. FSU and AACC will establish a mechanism for each institution contributing funds to jointly 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.
 - (c) any expenses under these categories expended by one party without the prior agreement of the other party shall not require a contribution by the non-agreeing party.

IX. Faculty

- a. The AACC Nursing Program Administrator, in conjunction with the nursing faculty, will determine all teaching assignments for the AS degree courses offered at AACC.
- 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 AACC's ATB contact person will be the sole responsibility of AACC.
- d. AACC faculty who teach FSU courses on an adjunct basis will be paid at the FSU rate, and will sign an adjunct faculty contract.
- e. FSU faculty who teach AACC courses on an adjunct basis will be paid at the AACC rate, and will sign an adjunct faculty contract.

- f. FSU faculty who teach AACC 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 MOU will be reviewed annually by the Collaborative ATB Committee.
- b. This MOU may be modified only by written agreement signed and dated by the authorized representatives of both parties.

XI. Option Changes

- a. Substantial changes to the program/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. Components of Dual Enrollment Program

- a. Attached hereto and made a part hereof are Exhibit 1 - General Information for this Online Option. It is understood and agreed that the attached Exhibits form a part of the MOU and are the components making up the Dual Enrollment Program.
- b. If components in addition to those attached are completed subsequent to the execution of this MOU they shall also be made a part of this MOU by the parties confirming in writing to add them as exhibits referring to their title and providing them consecutive exhibit numbers to those exhibits attached at the time of signing the MOU.

This MOU becomes effective upon the date the last signatory. This MOU shall continue to be in effect unless terminated by either party in accordance with the following. 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 program/option at the time of the written notice of termination 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 program/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.

Anne Arundel Community College




Dr. Dawn Lindsay, President

4/24/19
Date




Michael H. Gavin, Ph.D.,
Vice President for Learning

4/24/19
Date



Elizabeth Appel, MSW, LCSW-C,
Dean, School of Health Sciences

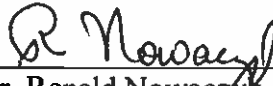
4-22-19
Date



Beth Anne Batturs-Martin, RN, MSN,
Director of Nursing and Healthcare
Initiatives


4/22/19
Date

Frostburg State University




Dr. Ronald Nowaczyk, President

5/29/19
Date




Dr. Elizabeth Throop, Provost

5/29/19
Date



Thomas "Kim" Nixon
Dr. Dorothy Campbell, Interim Dean,
College of Liberal Arts and Sciences

5-20-19
Date



Dr. Heather Gable, Chair,
Department of Nursing

5/10/19
Date

All applications, fees and transcripts must be received by FSU by the deadline of June 15 for a fall start OR by November 1 for a spring start.

1. Apply online at <https://www.frostburg.edu/admissions-and-cost/undergraduate/apply/transfer-applicants.php>
2. After application submission, **do not** pay the application fee. Instead, please contact Dan Saunders, at drsaunders@frostburg.edu to have your application fee waived.
3. Have official transcripts from all colleges/universities that you attended sent to FSU Admissions.
4. Admissions will review file and send to the FSU Nursing Department.
5. AACC 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. For the most up to date information, please visit the following website: <https://www.frostburg.edu/admissions-and-cost/tuition-and-fees/>

VI. Non-Nursing Course Requirements

Requirements for the AACC 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
ENG 101 Acad Writing & Research 1 3 cr BIO 233 [^] A&P I 4 cr BIO 234 [^] A&P II 4 cr BIO 223 General Microbiology 4 cr MAT* Gen Ed Math Req 3 cr PSY 111 Intro to Psychology 3 cr PSY 211 Developmental Psych 3 cr SOC 111 Intro to Sociology 3 cr ART/HUM** Gen Ed Arts Course 3 cr ART/HUM** Gen Ed Arts Course 3 cr [^] Students can take BIO 231 (Human Biology I) and BIO 232 (Human Biology II) instead of BIO 233 (A&P I) and BIO 234 (A&P II). * MAT 137 or higher. Note that FSU's Nursing Program only requires Statistics to meet its Gen Ed Math requirement. FSU does not require students to complete another Math course in addition to Statistics. ** To ensure the most efficient transfer of credits possible, be sure to check with FSU ATB Coordinator when choosing a Gen Ed ART course at AACC or when determining whether or not a course previously taken at AACC (or somewhere else) will satisfy FSU's Fine Arts Gen Ed requirement.	CHE 111 General Chemistry 1 4 cr MAT 135 Statistics 3 cr BIO 135 Principles of Nutrition 3 cr Note: Courses in this column can all be taken at AACC.	300 – Level English 3 cr (Recommended : ENGL 308 Advanced Composition) MGMT 356 3 cr Leadership and Human Behavior Note: the courses <u>above</u> will be taken online <u>during</u> the ATB Nursing program of study <u>at FSU</u> . Note: the courses <u>below</u> can be taken <u>before or during</u> the ATB Nursing Option and can be taken at AACC or FSU. It is highly recommended they be completed <u>before</u> beginning AACC Nursing Courses. Students may use the "Keyword" section of ARTSYS or, preferably, check with FSU advisor to be sure AACC courses will meet FSU requirement. Fine & Performing Arts Category* 3 cr OR Humanities Category* 3 cr * Check with FSU Advisor to see if previously completed coursework could satisfy these requirements.
Totals: 33 credits	10 credits	6- 9 credits*

VI. For More Information:

For AACC related questions/course advising, contact Beth Anne Batturs-Martin, Director of Nursing and Healthcare Initiatives at babatturs@aacc.edu or 443-840-2820.

For FSU related questions/course advising, contact Dan Saunders, ATB Coordinator at drsaunders@frostburg.edu or 301-687-3418.

AACC - Frostburg State University ATB Nursing Curriculum Plan**

Fall Start Plan

(Note: Student may wish to take additional AACC Core courses before beginning nursing sequence)

Term 1 Fall	Term 2 Winter	Term 3 Spring	Term 4 Summer	Term 5 Fall
<u>AACC NUR 120</u> Foundations of Nursing 7 credits/15 weeks <u>AACC NUR 121</u> Basic Physical Assessment 1 credit/15 weeks <u>AACC NUR 122</u> Nursing Perspectives 1 1 credit/15 weeks <u>FSU NURS 403</u> Elements of the Professional Nursing Role 3 credits/15 weeks	<u>FSU 300 – Level English*</u> 3 credits/3 weeks	<u>AACC NUR 130</u> Nursing of Adult Clients in Health and Illness 5 credits/15 weeks <u>AACC NUR 131</u> Maternal, Newborn Nursing, and Women’s Health 4 credits/15 weeks <u>FSU NURS 405</u> Ethics in Contemporary Nursing Practice 3 credits/15 weeks	<u>FSU NURS 401</u> Health Assessment 3 credits/4 weeks <u>FSU MGMT 356</u> Leadership and Human Behavior 3 credits/4 weeks	<u>AACC NUR 220</u> Nursing of Adult Clients in Health and Illness 5 credits/15 weeks <u>AACC NUR 221</u> Nursing Care of Children and Families 4 credits/15 weeks <u>FSU NURS 406</u> Leadership for Nursing Quality and Safety 3 credits/15 weeks
12 credits	3 credits	12 credits	6 credits	12 credits
Term 6 Winter	Term 7 Spring	Term 8 Summer	Term 9 Fall	
<u>FSU NURS Elective*</u> 3 credits/3 weeks (may wish to consider <u>FSU NURS 407</u> Health Finance if desire MSN degree)	<u>AACC NUR 230</u> Nursing Management of Clients with Complex Health Problems and Transitions 9 credits/15 weeks <u>AACC NUR 231</u> Nursing Perspectives 2 1 credit/15 weeks <u>FSU NURS 404</u> Nursing Informatics 3 Credits/15 weeks A.S. Degree Awarded	<u>NCLEX – RN</u> <u>FSU NURS 402</u> Nursing Research and Evidence-Based Practice 3 credits/12 weeks	<u>FSU NURS 491</u> Population-Focused Nursing Practice 3 credits/15 weeks <u>FSU NURS 495</u> Population-Focused Nursing Practice Practicum 3 credits/15 weeks <u>FSU NURS 496</u> Capstone Project 2 credits/15 weeks B.S. Degree Awarded	
3 credits	13 credits	3 credits	8 credits	

*May be completed in a different term with permission of advisors.

**Faculty at both AACC 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.

AACC - Frostburg State University ATB Nursing Curriculum**

Spring Start Plan

(Note: Student may wish to take additional AACC Core courses before beginning nursing sequence)

Term 1 Spring	Term 2 Summer	Term 3 Fall	Term 4 Winter	Term 5 Spring
<p><u>AACC NUR 120</u> Foundations of Nursing 7 credits/15 weeks</p> <p><u>AACC NUR 121</u> Basic Physical Assessment 1 credit/15 weeks</p> <p><u>AACC NUR 122</u> Nursing Perspectives 1 1 credit/15 weeks</p> <p><u>FSU NURS 403</u> Elements of the Professional Nursing Role 3 credits/15 weeks</p>	<p><u>FSU 300 – Level English*</u> 3 credits/4 weeks</p> <p><u>AND</u></p> <p><u>FSU MGMT 356</u> Leadership and Human Behavior 3 credits/4 weeks</p>	<p><u>AACC NUR 130</u> Nursing of Adult Clients in Health and Illness 5 credits/15 weeks</p> <p><u>AACC NUR 131</u> Maternal, Newborn Nursing, and Women’s Health 4 credits/15 weeks</p> <p><u>FSU NURS 405</u> Ethics in Contemporary Nursing Practice 3 credits/15 weeks</p>	<p><u>FSU NURS Elective*</u> 3 credits/3 weeks</p> <p>(may wish to consider <u>FSU NURS 407</u> Health Finance if desire MSN degree)</p>	<p><u>AACC NUR 220</u> Nursing of Adult Clients in Health and Illness 5 credits/15 weeks</p> <p><u>AACC NUR 221</u> Nursing Care of Children and Families 4 credits/15 weeks</p> <p><u>FSU NURS 406</u> Leadership for Nursing Quality and Safety 3 credits/15 weeks</p>
12 credits	6 credits	12 credits	3 credits	12 credits
Term 6 Summer	Term 7 Fall	Term 8 Winter	Term 9 Spring	
<p><u>FSU NURS 402</u> Nursing Research and Evidence-Based Practice 3 credits/12 weeks</p> <p><u>AND</u></p> <p><u>FSU NURS 401</u> Health Assessment 3 credits/6 weeks</p>	<p><u>AACC NUR 230</u> Nursing Management of Clients with Complex Health Problems and Transitions 9 credits/15 weeks</p> <p><u>AACC NUR 231</u> Nursing Perspectives 2 1 credit/15 weeks</p> <p><u>FSU NURS 404</u> Nursing Informatics 3 Credits/15 weeks</p> <p>A.S. Degree Awarded</p>	<p><u>NCLEX – RN</u></p>	<p><u>FSU NURS 491</u> Population-Focused Nursing Practice 3 credits/15 weeks</p> <p><u>FSU NURS 495</u> Population-Focused Nursing Practice Practicum 3 credits/15 weeks</p> <p><u>FSU NURS 496</u> Capstone Project 2 credits/15 weeks</p> <p>B.S. Degree Awarded</p>	
6 credits	13 credits		8 credits	

*May be completed in a different term with permission of advisors.

**Faculty at both AACC 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.