Appendix C

Anne Arundel Community College and
University of Maryland Baltimore, Graduate School

Collaborative Physician Assistant Program
Joint Admission and Enrollment Agreement

This Joint Admission and Enrollment Agreement ("Agreement") is entered into this 15th day of
November 2012, by and between Anne Arundel Community College ("AACC") an accredited, public,
two-year institution offering credit programs leading to associate degrees, certificates, and letters
of recognition, as established pursuant to Maryland law, and the University of Maryland Baltimore
Graduate School ("UM"), an academic unit of the University of Maryland Baltimore, a constituent
institution of the University System of Maryland, a public corporation of the State of Maryland.

AACC and UM desire to create a collaborative Physician Assistant Program ("Collaborative
Program") sponsored by AACC and subject to review and approval by applicable authorities,
including the AACC Board of Trustees, the University System of Maryland Board of Regents, and the
Maryland Higher Education Commission. The parties enter this Agreement to clarify their basic
understanding regarding various aspects of the Collaborative Program including roles and
responsibilities and the status and treatment of students.

The Collaborative Program is designed to prepare students to receive a Physician Assistant
Certificate ("PA Certificate") from AACC, and Master of Health Science ("MHS") degree from UM,
upon a student's successful completion of the Collaborative Program. It is the intention of the
parties that students in good standing who have successfully completed the Collaborative Program
and obtained both the PA certificate and MHS degree will have the necessary credentials to be
eligible to sit for the National PA Certifying Exam, starting in the 2014 calendar year.

Accordingly, AACC and UM agree to the following:

A. PROGRAM ORGANIZATION AND DEVELOPMENT

AACC will:

1. Certify students as eligible and award the Physician's Assistant post-baccalaureate
certificate.

2. Be responsible for the academic and administrative standards and accreditation of the
Physician's Assistant certificate requirements.

3. Maintain accreditation for its certificate program from the Accreditation Review
Commission for the Education of Physician Assistants.

4. Designate the AACC PA Program Director to be the AACC Collaborative Program Director.
This position will be a full-time employee of AACC and will oversee AACC's institutional
responsibilities and resources for the Collaborative Program, serve on the Collaborative
Program admissions, curriculum and progression committees and the UM MHS program
subcommittee at UM.
5. Make available to the Collaborative Program its well-established and comprehensive technology instructional systems to support Collaborative Program students enrolled in AACC and UM online courses and to AACC and UM faculty who create and deliver online coursework.

6. Assist UM in developing online courses and support systems for UM’s MHS students and faculty. These services may include:
   - Faculty training for teaching and learning in the online environment;
   - Instructional design support from AACC instructional designers to work with UM faculty to build courses in the selected online learning management system;
   - The design and creation of an online orientation module for UM’s MHS students; and
   - Other technical assistance such as a website landing page, the development of a shared portal and templates for marketing and promotional materials.

UM will:

1. Certify students as eligible and award the MHS degree.

2. Be responsible for the academic and administrative standards and accreditation of the MHS degree requirements for the Collaborative Program.

3. Maintain accreditation for its MHS program from Middle States Commission on Higher Education.

4. Designate its MHS program director to be the Collaborative Program Director at UM. This position will be a full-time faculty employee of UM and will oversee UM’s institutional responsibilities and resources for the Collaborative Program, serve on the Collaborative Program admissions, curriculum and progression committees and the PA program subcommittee at AACC.

5. Reimburse AACC for AACC’s contributions to UM’s Collaborative Program technology instructional systems, subject to work plans and budgets mutually approved by the parties set prior to the beginning of each academic year. Work plans may include:
   - Training of faculty for the online environment;
   - Instructional design support to build courses in the online learning management system;
   - Design and creation of an online orientation module for MHS students; and other technical assistance such as website landing page, a shared portal and templates for marketing and promotional materials.

AACC and UM will:

1. Utilize resources from the physical campuses of AACC and UM, online infrastructures, affiliated clinical sites, and other approved resources and sites as agreed to by the parties.

2. Develop mutually acceptable annual budgets and scopes of work prior to the beginning of each academic year. Changes to the annual scopes of work and budgets will require the
prior approval of both institutions. The reimbursement request of a party for work provided must comply with the reimbursing party’s financial and administrative policies and procedures including supporting documentation sufficient to confirm that authorized services have been provided.

3. Agree that intellectual property rights to work done under this Agreement will be determined in accordance with the “University System of Maryland Policy on Intellectual Property” a copy of which is available at http://www.usmd.edu/regents/bylaws/SectionIV/IV320.html.

4. Agree that each institution’s Collaborative Program Director will act as the liaison between AACC and UM. This position will also oversee admissions, registration and student progression at the Program Director’s respective institution. Additionally, this position will work closely with the academic leadership and faculty of the Program Director’s respective institution on all academic and student affairs issues related to the Collaborative Program.

B. PROGRAM IMPLEMENTATION

1. AACC will organize and conduct student orientation prior to the beginning of the first academic session for each cohort of Collaborative Program students. This orientation will be required for all students. The UM Administrative program director will be assigned by UM to participate in this orientation.

2. AACC and UM Collaborative Program directors and the committees of the parties will conduct on-going self assessment, per accreditation, USM and MHEC guidelines. Collaborative Program faculty at AACC and UM will be responsible for facilitating solicited student performance and evaluation data for each course, as required by the Collaborative Program directors. De-identified evaluation data will be shared between the parties, to be utilized solely in the production of program evaluations.

3. Student records pertaining to matriculation and progression toward the PA Certificate will be maintained by AACC. Student records pertaining to matriculation and progression toward the MHS degree will be maintained by UM. The parties will determine the custody of records pertaining to the collaborative aspects of the Collaborative Program and this information will be shared as appropriate for administrative and compliance purposes.

4. Students will be given notice on the Collaborative Program application form and at student orientation, that student records are subject to sharing between AACC and UM for all legitimate educational purposes of the Collaborative Program.

C. ADMISSION REQUIREMENTS AND PROCESSES

1. AACC and UM will include all information related to Collaborative Program description, application and registration process, descriptions of course offerings, application deadlines, and schedules of classes for all courses on their institution’s website, with links to the appropriate resources at each institution’s portal.
2. There will be a streamlined application and review process for those who wish to be accepted to the Collaborative Program. All applications will be directed first to AACC for initial processing, then will be shared with UM following procedures established by Collaborative Program committees.

3. Each applicant must meet all AACC and UM admissions requirements to be considered for admission to the Collaborative Program, including all deadlines and documentation requirements.

4. AACC and UM will develop a joint admissions committee to establish screening criteria and engage in the selection of applicants, to include but not be limited to: Total GPA 3.0 or greater, accomplishment of the GRE, TOEFL of 100 or greater, prior BS or BA degree from a regionally accredited post secondary institution or an equivalent foreign institution, accomplishment of all prerequisite courses with performance of 3.0 or better.

D. TUITION, FEES, STUDENT FINANCIAL ASSISTANCE AND SCHOLARSHIPS

1. Tuition and fees will be set by each institution for its own courses and activities. UM will be the home school for all AACC and UM Collaborative Program students for purposes of student financial assistance. All students must be admitted into the Collaborative Program and a student must be registered for all of the specific courses of the cohort to which the student has been admitted.

2. UM Office of Student Financial Assistance will process and disburse student aid based on the combined registered hours at both AACC and UM for each semester of an academic year. AACC agrees it will not award any loans to its Collaborative Program students.

3. To ensure compliance with federal financial aid regulations, students will receive financial aid from only one institution, UM. If AACC chooses to award scholarships, the amount of the scholarship will be calculated by UM as a reduction to tuition cost. AACC will promptly inform UM of scholarships awarded and UM will account for the scholarship in determining the loan amount each student requires. UM will classify such scholarships as an outside resource. UM's current process will be to send a check to AACC for each student to cover tuition and fees at AACC, by term. Any desired modifications to this process will be discussed and mutually agreed upon between AACC and UM.

4. AACC will be required to submit semester grade reports and scheduled enrollment status updates to UM. The list must include the student's name, ID number, email address and telephone number. Each cohort of Collaborative Program students must be identified separately.

5. AACC will notify the UM Office of Student Financial Assistance of all enrollment changes and the receipt of any scholarships and outside resources received by a Collaborative Program student within 5 business days. If a change of enrollment occurs, a student's aid may be adjusted and the student may be billed. Financial assistance will be calculated on the combination of registered hours at both AACC and UM. Refunds will be issued in accordance with the policies of UM and will be issued on the same schedule as those to other UM students.
E. CURRICULUM

1. Overall curriculum design and direction will come from the Collaborative Program curriculum committee. Both AACC and UM Program Directors will be members of the committee and actively participate and advise the committee, including with regard to accreditation standard maintenance and requirements.

2. The Collaborative Program Curriculum Committee will meet on a regular basis and include representative faculty members from AACC and UM to allow full collaboration, input and discussion.

3. Curricular changes initiated by the Curriculum Committee will be sponsored by appropriate individuals at each institution to facilitate courses through the curriculum approval process for each institution.

F. FACULTY

1. AACC’s Program Director will determine teaching assignments for AACC courses and UM’s Program Director will determine teaching assignments for UM courses.

2. AACC faculty who wish to teach graduate courses at UM must meet all UM criteria for adjunct faculty and be appointed as adjunct faculty at UM, at the discretion of the appropriate administrative officers and in accordance with applicable policy.

3. UM faculty who wish to teach courses at AACC must meet all AACC criteria for adjunct faculty and be appointed as adjunct faculty at AACC, at the discretion of the appropriate administrative officers and in accordance with applicable policy.

4. UM faculty are subject to UM policy regarding dual or secondary employment outside UM prior to accepting an adjunct faculty appointment at AACC or participating in other compensated activities at AACC.

G. STUDENT CONDUCT AND SERVICES

1. AACC will be responsible for providing reasonable accommodation for students with qualifying disabilities who matriculate in AACC course and activities. UM will be responsible for providing reasonable accommodation for students with qualifying disabilities who matriculate in UM courses and activities. When there is a legitimate educational purpose, AACC and UM may share student disability information in confidence with those who have a need to know the information.

2. AACC and UM will be responsible for their own compliance programs and due process applicable to students, faculty and other personnel engaged in activities under the auspices of their respective institutions. This may include, but is not limited to, compliance with applicable laws and policies including Title IX regarding allegations of sexual harassment and sexual violence, Clery Act reporting, child abuse and neglect reporting, whistleblower complaints, academic and scientific misconduct, codes of conduct, workplace safety, equal
opportunity, non-discrimination, privacy, and research regulations including regulations governing human subjects research.

3. AACC and UM will inform students of the policies and procedures of their respective institutions and the obligation to comply with applicable policies and procedures at both institutions.

4. Allegations of misconduct in the Collaborative Program will be referred to the Collaborative Program Director of the applicable campus, who will follow the institution's procedures, including provisions for communicating information and cooperating with the other institution’s Collaborative Program Director if appropriate. Remedial or disciplinary action may be coordinated between the institutions if appropriate. A student must be in good standing at both AACC and UM in order to be in good standing in the Collaborative Program.

H. STUDENT ID CARDS, HEALTH INSURANCE, ADVISING, WEB PROMOTION

1. Each student enrolled in good standing in the Collaborative Program will be eligible to obtain a campus identification badge for the AAMC campus and the UM campus, have an AAMC email account and a UM email account, an official record with the Registrar of AAMC and the Registrar of UM, and have a FERPA-compliant directory record in the AAMC and UM systems.

2. Students matriculating on campus at UM must have health insurance coverage and may enroll in the UM student health plan if actively enrolled in courses at UM.

3. Academic advising regarding course work for students will be the responsibility of the faculty assigned to that course. The Collaborative Program Director of the institution will be available to students for professional and program-level advising and Program Directors from both institutions will coordinate their efforts as appropriate.

4. Students in good standing will have to access all AACC student resources and facilities and all UM student resources and facilities including the UM Health Sciences and Human Services library, UM URecFit facilities at the UM campus center, UM Student Counseling Center, UM Student Health Center and the UM shuttle bus service.

I. TERM AND TERMINATION

1. Unless otherwise terminated, this Agreement will run in perpetuity. It may be reviewed and revised at any time by mutual written of AACC and UM.

2. Either party may terminate this Agreement upon 90 days advance written notice to the other party in the event of a material breach by the other party that is not cured within 90 days of written notice.

3. Either party may terminate this Agreement without cause upon 180 days advance written notice to the other party. A decision to terminate the agreement must take into consideration a reasonable plan to teach-out or transfer students currently enrolled in the program, in compliance with Middle States accreditation requirements.
I. PROGRAM ANNUAL REVIEW

1. At the end of each academic year, the parties will discuss the effectiveness of this Agreement and make suggestions as to what mutually agreeable amendments, such as those concerning revenue, cost sharing, and administrative processes, if any, should be made to the Agreement.

K. MISCELLANEOUS

1. AACC and UM will comply with all applicable law and policy regarding equal access and non-discrimination and will not engage in discrimination against any individual on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, pregnancy, or veteran status.

2. AACC and UM agree to be solely liable for their respective acts and omissions, but, as to UM, only to the extent permitted under the Maryland Tort Claims Act, Section 12-101 et seq., State Government Article, Annotated Code of Maryland, and neither party shall be liable for the acts or omissions of the other party.

3. This Agreement is not intended to create the relationship of agent, servant, employee, partner, joint venture, or association between AACC and UM. Neither party is authorized to take any action or incur any obligation or liability on behalf of the other.

4. The persons signing below on behalf of AACC and UM represent that they are duly authorized and empowered to sign and make this Agreement on behalf of their respective institutions.

READ AND AGREED BY THE PARTIES:

FOR: ANNE ARUNDEL COMMUNITY COLLEGE

[signature]
Dawn Lindsay
President

[signature]
Patricia A. Casey-Whiteman
Vice President for Learning

[signature]
Claire L. Smith
Dean, School of Health Professions, Wellness And Physical Education

FOR: UNIVERSITY OF MARYLAND BALTIMORE

[signature]
Jay A. Perman
President

[signature]
Bruce Jarrell
Senior Vice President and Chief Academic Officer
University of Maryland Baltimore
Dean, Graduate School