

**Memorandum of Understanding between  
University of Maryland Global Campus and Prince Georges Community College**

*Preamble:*

This Memorandum establishes a Pre-Transfer Advisor at University of Maryland Global Campus to work (Specify Number of Days and Hours) and to be housed at Prince George's Community College (PGCC), which includes extension centers.

*Efforts:*

University of Maryland Global Campus will provide advising services for PGCC students who are considering a transfer to University of Maryland Global Campus. The University of Maryland Global Campus 's advisor will advise students on courses to take that will transfer into a University of Maryland Global Campus major and provide information on the transfer process.

To that end, the parties agree to the following:

- I. Participating Institution and Participating Institution Advisor Duties
  - A. Participating Institution will hire/identify the Participating Institution advisor. Participating Institution will share information about the advisor (or final candidates) with the Office of Transfer Services (OTS) before the final decision to hire is made.
  - B. The Pre-Transfer Advising Office at University of Maryland Global Campus will supervise the University of Maryland Global Campus advisor at PGCC and receive and address any personnel issues which may violate PGCC policy.
  - C. It is understood and agreed that the University of Maryland Global Campus Advisor shall at all times be an employee of University of Maryland Global Campus and not PGCC and shall receive all compensation from University of Maryland Global Campus.
  - D. The University of Maryland Global Campus advisor will work at the PGCC Largo and extension center campuses. (A schedule will be developed and shared throughout the Office of Transfer Services to PGCC campuses from University of Maryland University College.
  - E. Participating Institution will also provide scheduling links for student appointments and any necessary information to OTS to share with the Largo campus and extension centers.
  - F. The University of Maryland Global Campus advisor will participate in all relevant PGCC advising staff meetings and training sessions not already covered by University of Maryland Global Campus as needed.
  - G. The University of Maryland Global Campus advisor will access student academic and enrollment records following FERPA laws and regulations.
  - H. The University of Maryland Global Campus advisor will attend weekly staff meetings at University of Maryland Global Campus and is also welcome to participate in staff meetings at PGCC if the office is closed for staff meetings.
  - I. The University of Maryland Global Campus advisor will not provide admissions decisions for PGCC students unless prior approval is given by the PGCC & University of Maryland Global Campus. Situations, where this may be the case are programs such as:
    - On the spot admissions day(s)
  - J. The University of Maryland Global Campus advisor will be personally accountable for all PGCC policies and regulations about their interaction with students and employees, their physical presence on the campuses, and safety and security.
  - K. When PGCC is closed for business, an email will be sent prior to the **University of Maryland Global Campus** and pre-transfer advisor to make appropriate work arrangements.
- II. PGCC Office of Transfer Services (OTS) Responsibilities

- A. PGCC OTS will provide a computer, advising software, phone, permanent office space for the University of Maryland Global Campus advisor. There is no parking fee and open parking outside of "reserved" parking spaces for PGCC employees and visitors.
  - B. PGCC OTS will communicate any concerns to the staff at the Pre-Transfer Advising Office University of Maryland Global Campus.
  - C. Academic pathways with early transfer departure that impacts degree completion and the ability for a seamless transfer will be collected from **University of Maryland Global Campus** to determine the best course of action to encourage PGCC degree completion, if not already an option.
- III. General Oversight of Agreement: The PGCC Vice President of Student Affairs and University of Maryland Global Campus will provide general oversight of these agreements.
- IV. Term and Termination
- A. This Agreement shall commence on the date of last signature below and will expire five years after that.
  - B. The parties may extend or renew this Agreement by written amendment.
  - C. The parties will review activities and funding under this Agreement annually and make necessary modifications to the Agreement.
  - D. Either party may terminate this Agreement upon ninety (90) days prior written notice to the other party.
- V. General
- A. This Agreement may be modified only by written Agreement by authorized officials of each party.
  - B. It is understood that both parties subscribe to the principles of equal opportunity and do not discriminate based on age, gender, race, sexual orientation, creed, color, religion, disability, ancestry, material status, genetic information, political affiliation, or gender identity or expression. The parties shall abide by these principles in the administration and implementation of this Agreement.
  - C. The relationship between the two parties is that of independent contractors. Neither party is or shall be deemed a partner or agent of the other, and neither Institution shall represent itself as such.
  - D. The parties may modify this Agreement only by writing by authorized officials of each party.
  - E. This Agreement may be executed in multiple counterparts exchanged by facsimile or other electronic means of duly-signed duplicates, each of which shall be deemed an original, but together shall constitute the same Agreement.

ACCEPTED AND AGREED TO

PRINCE GEORGE'S COMMUNITY COLLEGE

By: Stephanie Lemp  
 University of Maryland Global Campus

5/17/22

Date

2/15/22

[Signature]  
 Prince George's Community College

Date