

**MEMORANDUM OF UNDERSTANDING**  
Prince George's Community College -  
Stevenson University

This Memorandum of Understanding ("Agreement") is made by and between Stevenson University's School of Graduate and Professional Studies, 1525 Greenspring Valley Road, Stevenson, Maryland, 21153 ("Stevenson University GPS") and Prince George's Community College, 301 Largo Road, Largo, Maryland 20774-2199 ("PGCC").

**A. Purpose:**

1. The purpose of this Memorandum of Understanding is to provide the terms of an operational relationship between PGCC and Stevenson University GPS.

**B. Goals:**

1. To provide educational opportunities for graduates of PGCC through the availability of various courses offered by Stevenson University GPS, leading to a bachelor's degree. Please see **ADDENDUM B** for detailed Transfer Guides.
2. To increase the number of PGCC graduates who are bachelor's prepared.

**C. Stevenson University GPS Responsibilities:**

1. Provide courses facilitated by qualified Stevenson University faculty leading to the designated Stevenson University GPS bachelor's degree.
2. Provide yearly enrollment reports to PGCC regarding graduates who utilize the benefits under this Agreement.
3. Provide PGCC with all appropriate and important information that needs to be communicated to participating graduates and/or students to include partnership-related materials and information relating to course offerings.
4. Advise all incoming students of their transfer credits and program credit review without charge.

**D. PGCC's Responsibilities:**

1. Provide appropriate information regarding this Agreement and related transfer guides to PGCC graduates.
2. Support Stevenson University GPS recruiters and/or advisors by informing PGCC'S graduates about recruitment and advising appointments that are held on-site both at PGCC and at Stevenson University GPS. PGCC will provide appropriate space during on-site visits.
3. Invite Stevenson University GPS to all PGCC Transfer Fairs.
4. Allow a minimum of two visits per year solely for the purpose of promoting this Agreement.
5. Provide Stevenson University GPS a direct contact person in PGCC's s transfer office.

**E. General Principles:**

1. Students who apply to Stevenson University GPS must meet all standard academic requirements for admission to a specific program.

2. Appointed institutional representatives at Stevenson University GPS and PGCC will ensure that appropriate personnel in their respective institutions are aware of this Agreement, including faculty and staff.
3. Stevenson University GPS and PGCC agree to monitor the performance of this Agreement and to revise it as necessary.
4. Representatives from Stevenson University GPS and PGCC agree to meet once annually to discuss progress and conduct an annual review of this Agreement to include any required changes to Transfer Guides.

#### F. Tuition Policy:

1. PGCC graduates will received a 20% reduced tuition rate for Stevenson University GPS adult undergraduate programs. The reduced tuition rate does not apply to supplies, books, fees or other costs associated with the program(s). Please see ADDENDUM A for detailed tuition rate and fees.
2. Credits earned from non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores) will be accepted by Stevenson University toward degree requirements. An appropriate score is determined by Stevenson University, and student must submit original test scores/results to Stevenson University.
3. Students are financially responsible for all fees or tuition owed to Stevenson University.
4. This reduced tuition rate is only offered for Stevenson University GPS adult undergraduate programs. Please see ADDENDUM A for a list of qualifying programs.
5. The effective date for an PGCC student to be eligible for the reduced tuition rate is the semester following the date that this Agreement is signed by both parties
6. The reduced tuition rate is not retroactive; however, current Stevenson University GPS students who are graduates of PGCC are eligible for the reduced tuition rate effective the semester following the date that this Agreement is signed by both parties
7. Tuition and fees are subject to change. Stevenson University will provide written notice to the PGCC designated representative 60 days in advance of any change in tuition and/or fees.

#### G. Transfer Policy

The following general principles guide the transfer policy Agreement between PGCC and Stevenson University:

1. Stevenson University GPS programs are designed for graduates of PGCC. A maximum of 70 credit hours from PGCC will be allowed toward fulfillment of the 120 credit hours required for baccalaureate completion.
2. Students must apply to Stevenson University GPS. Applications may be found at the Stevenson University website: <http://www.stevenson.edu/graduate-professional-studies/admissions-aid/admission-requirements/>
3. All course credits shown in the Transfer Guides will be accepted as transfer to fulfill requirements for a Stevenson University GPS Bachelor degree program. Only courses in which the student earns a grade of "C" or better are eligible for transfer. Please see ADDENDUM B for detailed Transfer Guides.
4. Students must maintain a 2.5 cumulative grade point average in order to transfer.
5. Students intending to transfer should complete the admission application for Stevenson University GPS following the third semester of their Associate Degree program. Students should

contact the Financial Aid Office at Stevenson University as soon as possible in regard to college deadlines for financial aid.

- 6. Appointed institutional representatives at PGCC and Stevenson University will ensure that appropriate personnel in their respective institution are aware of this Agreement, including the admissions and advising staffs, transfer coordinator, and appropriate faculty and Deans.
- 7. Students who begin their studies at PGCC will be treated the same as students who began their studies at Stevenson University in regards to the award and distribution of financial aid, course selection, registration, and all applicable student services.
- 8. PGCC and Stevenson University agree to publicize this Agreement. PGCC will distribute information regarding this Agreement to PGCC students interested in pursuing a Stevenson University Bachelor degree program.
- 9. PGCC and Stevenson University will conduct an annual review of the program transfer guides.

H. Effective Date:


- 1. This Agreement becomes effective upon signature by all parties and shall continue in effect for three years from the date of signing. The program and tuition policies described in this Agreement will become effective the semester following the date this Agreement is signed by both parties. Stevenson University GPS and PGCC will consider, in good faith, any amendments proposed by either party; however, this Agreement may only be amended in writing by both parties.


I. Termination:


- 1. The Agreement may be terminated by either party on 45 days written notice. Termination of the Agreement will not affect the admission status of currently enrolled students. Students shall continue to receive a tuition reduction per Section F. Tuition Policy for as long as the student remains continuously enrolled in a Stevenson University GPS adult undergraduate program.

IN WITNESS WHEREOF the parties hereto have executed this Agreement in the duplicate this

\_\_\_\_\_ day of \_\_\_\_\_, 2016.

  
~~Ph.D.~~ SUSAN T. GORMAN, Ph.D.  
 Executive Vice President for  
 Academic Affairs ~~and Dean~~  
 Stevenson University, Inc.

  
 Sandra F. Dunnington, PhD, RN  
 Vice President for Academic Affairs  
 Prince George's Community College

  
 Joyce K. Becker, JD  
 Dean, School of Graduate and Professional Studies  
 Stevenson University, Inc.

**ADDENDUM A**  
**Tuition Rates and Qualifying Programs**

This ADDENDUM is attached to and forms part of the Agreement between Stevenson University GPS and Prince George's Community College.

**1. Purpose**

- This ADDENDUM defines the tuition rates and fees in accordance with Section F. Tuition Policy and the qualifying Stevenson University GPS adult undergraduate programs.

**2. Stevenson University GPS Tuition and Fee Rates Effective Fall 2016**

**Nursing**

- |  |          |
|--|----------|
| • Standard Tuition Rate per GPS Undergraduate Credit Hour      | \$495.00 |
| • Reduced Tuition Rate (20%) per GPS Undergraduate Credit Hour | \$396.00 |

**Non-Nursing**

- |  |          |
|--|----------|
| • Standard Tuition Rate per GPS Undergraduate Credit Hour      | \$450.00 |
| • Reduced Tuition Rate (20%) per GPS Undergraduate Credit Hour | \$360.00 |

**Fees**

- Fees have been eliminated for all GPS programs of study.

**3. Qualifying Stevenson University GPS Adult Undergraduate Programs**

- Business Administration (BS)
- Business Communications (BS)
- Business Information Systems (BS)
- Computer Information Systems (BS)
- Criminal Justice (BS)
- Interdisciplinary Studies (BS)
- Legal Studies (BS)
- Nursing (RN to BS)
- Nursing (RN to MS)\*

\* *Only undergraduate courses are eligible for the tuition reduction. This Agreement does not apply to any graduate courses for a PGCC graduate.*

**ADDENDUM B**  
**Transfer Guides**

This ADDENDUM is attached to and forms part of the Agreement between Stevenson University GPS and Prince George's Community College.

**1. Purpose**

- This ADDENDUM establishes the Transfer Guides for PGCC students who wish to transfer to a Stevenson University GPS adult undergraduate program. Please refer to Section G. Transfer Policy.

**2. Transfer Guides included as part of this Agreement.**

| Stevenson University GPS Majors | PGCC Majors                       |
|---------------------------------|-----------------------------------|
| Business Administration         |                                   |
| Business Communication          |                                   |
| Business Information Systems    |                                   |
| Computer Information Systems    |                                   |
| Interdisciplinary Studies       |                                   |
| Legal Studies                   |                                   |
| Nursing: RN to BS               | Nursing (RN) Associate of Science |

**NOTE:** All Transfer Guides are based on information from the 2016-2017 catalogs of Prince George's Community College and Stevenson University.