



**Memorandum of Understanding
between
Bellevue University
and
College of Southern Maryland**

Bellevue University and the College of Southern Maryland hereby establish a Memorandum of Understanding (“MOU”) to facilitate the terms of an educational partnership between the two institutions.

SECTION 1 - PURPOSE

1. This MOU between the College of Southern Maryland located at 8730 Mitchell Rd, La Plata, MD 20646 and Bellevue University located at 1000 Galvin Road South, Bellevue, NE 68005, is for the purpose of allowing local students to gain enhanced access to upper division undergraduate programs. College of Southern Maryland and Bellevue University are referred to herein individually as “Party” and collectively as “the Parties.”
2. This MOU defines the nature of the relationship and responsibilities between Bellevue University and College of Southern Maryland. The Parties mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below. Included by reference into this MOU are any exhibits that detail particular requirements or obligations.

SECTION 2 - TRANSFER QUALIFICATIONS

1. Bellevue University recommends that transfer students obtain an associate degree, or approximately 60 semester credit hours prior to transfer. All applicants not meeting these standards will be referred to College of Southern Maryland for additional coursework whenever possible. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Students transferring with an associate degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both the traditional bachelor’s degree program and the accelerated bachelor’s degree completion program.
3. All transfer students may submit unofficial transcripts to Bellevue University for initial evaluation and to be provided information on remaining requirements for degree completion. Official transcripts are required prior to admittance.
4. Transfer students must complete a minimum of 30 semester credit hours in residence with Bellevue University. Online courses satisfy residence requirements.
5. Transfer students must meet all catalog requirements for their degree program.

SECTION 3 – College of Southern Maryland’s OBLIGATIONS

1. Bellevue University Relationship Manager will be allowed College of Southern access to various contacts within College of Southern Maryland to schedule virtual and classroom presentations for general recruitment purposes at the discretion of the faculty at the College of Southern Maryland. College of Southern Maryland agrees to provide guidance on the appropriate process and protocol to follow in requesting faculty appointments and virtual or classroom presentations. Those contacts will include, but are not limited to faculty, program directors, advisors, managers and other school personnel.
2. In the event of any agreed upon shared marketing effort, College of Southern Maryland will provide updated logos for the production of co-branded promotional material. College of Southern Maryland reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and in-print marketing publications.
3. In order to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Bellevue University is required to report statistics for any crimes that occur on your campus in areas that are under our control for educational purposes. Crime statistics for those areas under our control and during our times of control will need to be provided to Bellevue University on or before May 1st of any given year that this agreement is in effect. These statistics need to be from the previous calendar year. (For example, on or before May 1, 2014, the crime statistics for 2013 will need to be provided to Bellevue University.) Statistics can be sent to the Director of Campus Security at: Bellevue University, 1000 Galvin Road South, Bellevue, NE 68005.
4. **Student Information:** College of Southern Maryland will share the graduation list of CSM graduates with contact information each semester with the designated representative for Bellevue University. The representative from Bellevue University will complete a contract agreement with the College of Southern Maryland.

FERPA protections shall apply to any student who has expressly prohibited their data from being shared. The reports shall not include students who have requested College of Southern Maryland place a FERPA "flag" on their educational file.

SECTION 4 - OBLIGATIONS OF BELLEVUE UNIVERSITY

1. Bellevue University will provide a Bellevue University Relationship Manager in order to facilitate student enrollment, relationship management with College of Southern Maryland, support grant initiatives and community outreach activities.
2. Local student inquiries in which the student has not completed an associate degree or equivalent lower-division credits will be referred to the College of Southern Maryland admissions office for additional coursework completion.
3. Bellevue University will create and maintain a co-branded microsite to provide College of Southern Maryland students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the partner institution.

4. On condition of receipt of data from College of Southern Maryland, Bellevue University agrees to a reciprocal obligation of providing transfer information on admissions and enrollment, academic performance, and graduation of College of Southern Maryland students. All data shall be provided in compliance with federal, state, and local laws relevant to the monitoring and execution of this agreement. Bellevue University agrees to provide College of Southern Maryland with annual data and information including:

- a. Degrees/Awards Received
- b. Major program(s) of study
- c. Number of credit hours earned
- d. Dates of attendance
- e. Name
- f. Address
- g. County of residence
- h. Telephone
- i. Date of birth

FERPA protections shall apply to any student who has expressly prohibited their data from being shared. The reports shall not include students who have requested Bellevue University place a FERPA "flag" on their educational file.

5. An annual meeting will be coordinated by Bellevue University with the College of Southern Maryland leadership for the purpose of reviewing all aspects of the partnership. Additionally, in the event Bellevue University teaches Bellevue University programs on a College of Southern Maryland campus, Bellevue University will establish a regular meeting or conference call schedule between the academic leadership of both institutions.
6. Fellowship grants will be established for College of Southern Maryland employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time College of Southern Maryland employees will be awarded a two thousand dollar (\$2000) grant towards a degree program at Bellevue University. Part-time College of Southern Maryland employees will be awarded a five hundred dollar (\$500) grant toward a degree program at Bellevue University. This is intended to be a one-time use grant and will not be duplicated if the employee changes their degree plan, pursues an additional degree, or takes just a single course. Confirmation of employment from the College of Southern Maryland Human Resources Office will be required before the fellowship grant can be applied to the student's account.
7. All College of Southern Maryland transfer students who hold a cumulative GPA of 2.5 or higher may submit an application to be eligible for the Premier Student Scholarship award. The GPA must be verified by the most recent transcript in order to qualify. Scholarship amount and criteria subject to change based on fund availability.
8. Bellevue University will maintain all transcript records for Bellevue University coursework, as well as handle the processing and administration of all Bellevue University student transactions.
9. Bellevue University will be responsible for hiring, training, and evaluating the performance of all Bellevue University employees. In the event of a complaint or concern related to a Bellevue University employee, please contact the Director of Enrollment Initiatives and Marketing at (402) 557-7861.

SECTION 5- ACCREDITATION

Bellevue University and College of Southern Maryland will ensure that they maintain accreditation with the appropriate regional accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.

SECTION 6-AUTHORIZATION

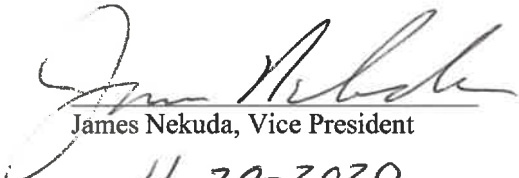
This MOU shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either Party requests amendment or termination of said MOU. Amendments shall occur at the mutual agreement of both Parties. No later than the One-Year Anniversary of the signing of this agreement, all parties agree to revisit the housing of a Bellevue University relationship manager on the College of Southern Maryland campus. Termination shall occur upon written notice by either Party to the other submitted ninety (90) days prior to the termination date. Bellevue University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants.

Bellevue University



Dr. Mary Hawkins, President

Date Dec 2, 2020



James Nekuda, Vice President

Date 11-20-2020

College of Southern Maryland



Signature of Official

President

Title of Official

Date Nov 19, 2020