

MEMORANDUM OF UNDERSTANDING
Stevenson University, Inc. and College of Southern Maryland

This Memorandum of Understanding ("Agreement") is made by and between Stevenson University Online, a division of Stevenson University, Inc., 100 Campus Circle, Owings Mills, Maryland 21117 ("Stevenson University") and the College of Southern Maryland, 8730 Mitchell Rd, La Plata, MD 20646 ("CSM").

A. Purpose:

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

B. Goals:

1. To provide educational opportunities for graduates of CSM through the availability of various courses for programs offered by Stevenson University Online, leading to a bachelor's degree.
2. To increase the number of CSM graduates who are bachelor's prepared.

C. Stevenson University's Responsibilities:

1. Provide courses leading to the appropriate Bachelor of Science degree.
2. Provide its own faculty to instruct the courses.
3. Provide CSM with all appropriate and important information that needs to be communicated to the participating graduates.
4. Contact the designated liaison at CSM to notify about course offerings.
5. Provide a contact to act as a liaison between Stevenson University and CSM.
6. Advise all incoming students of their course sequence, potential transfer credits, and/or program credit review for free.

D. CSM's Responsibilities:

1. Provide all appropriate information to all CSM graduates about the Stevenson University and CSM collaboration through transfer advisors and other applicable departments and personnel.
2. Support Stevenson University's recruiter and/or advisor in informing CSM's graduates about recruitment and advising appointments that are held on-site both at CSM and at Stevenson University.
3. Invite Stevenson University to promote the programs on-site at any CSM locations during any college, transfer, or career fair.
4. Allow a minimum of two visits per year solely for the purpose of promoting this agreement.
5. Provide Stevenson University a direct contact person in the student transfer office.

E. General Principles:

1. The Adult Undergraduate Bachelor's degree programs are designed for students with at least 15 prior college credits and/or graduates of a community college program.

2. Students who apply to Stevenson University must meet all standard academic requirements for admission to the particular program.
3. Appointed institutional representatives at Stevenson University and CSM will ensure that appropriate personnel in their respective institutions are aware of this agreement, including administration, managers, employees, members, deans, faculty, transfer office personnel, and other staff.
4. Stevenson University and CSM agree to monitor the performance of this Agreement and to revise it as necessary.
5. Representatives from both institutions will agree to meet at least, but not limited to, twice annually. These meetings will help facilitate any changes, problems, or items that need to be updated or corrected.

F. Recruitment of CSM Graduates into the Program:

1. Stevenson University and CSM will provide liaisons who will work together to recruit the population of CSM graduates who are interested in completing their bachelor's degree.
2. CSM will provide appropriate workspace for Stevenson University's recruiter/advisor in an appropriate location on all campuses during recruiting/advising visits.

G. Tuition Policy:

1. Stevenson University will offer graduates of CSM registered in the Adult Undergraduate programs a 20% tuition discount. For specific cost information, please see Addendum A.
 - a. This discount for CSM graduates will be offered only for Stevenson University Online's Adult Undergraduate programs. For a specific list of programs, please see Addendum B.
2. Stevenson University will offer faculty and staff of CSM registered in the master's programs, or post-baccalaureate certificate programs a 20% tuition discount. For specific cost information, please see Addendum C.
 - a. This discount for CSM faculty and staff will be offered only for Stevenson University Online's master's programs, or post-baccalaureate programs. For a specific list of programs, please see Addendum D.
3. The tuition discount is for tuition only and cannot be applied to supplies, books, fees or other costs associated with the program(s).
4. Ultimately, the student is responsible for any fees or tuition owed to Stevenson University.
5. The effective date would be the next semester start after this Agreement is signed by both organizations' representatives.
6. The tuition discount is not retroactive; however, current Stevenson University Online students who are graduates, faculty, or staff of CSM are eligible for the tuition discount beginning the next semester start after this Agreement is signed by both institutions' representatives.
7. Stevenson University will give written notice to CSM's designated representative 60 days in advance should tuition and/or fees rise.

H. Effective Date:

1. Initial Term - This Agreement becomes effective upon signature by all parties and shall continue in effect for a period of five years (the Initial Term and together with any extension renewal thereof, the "Term").
2. Extension – This Agreement shall automatically be extended at the end of the Initial Term or at the end of each additional term for an additional period of one year unless either party notifies the other party in writing at least sixty (60) days prior to the end of the Initial Term or any additional term that it does not wish to extend the Agreement. Stevenson University and CSM 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 for due cause and after adequate notice to the other. Termination of the Agreement will not affect the admission status of currently enrolled students, and they shall be able to transfer locations without penalty. The parties may, at a later date, decide that it is in their mutual best interest to offer classroom-based courses at CSM. In that event, a separate Agreement would have to be negotiated and executed.

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

26 day of May, 2022.



Susan Thompson Gorman, Ph.D.
Executive Vice President and Provost
Stevenson University, Inc.


Rodney Redmond (May 24, 2022 11:41 EDT)

Rodney Redmond, Ed.D.
Provost & Vice President of Learning
College of Southern Maryland

May 24, 2022



Ali Eskandarian, Ph.D.
Dean SUO & Vice Provost of Online Learning
Stevenson University, Inc.

Addendum A
STEVENSON UNIVERSITY
Stevenson University Online
Tuition Rate Per Credit Hour- CSM Graduates / Alumni
Effective March 15, 2019

Area of Study	Rate Per Credit Hour 20% Reduction	Rate Per Credit Hour Standard
Adult Undergraduate (Nursing)	\$396	\$495
Adult Undergraduate (Non-Nursing)	\$360	\$450
Adult Undergraduate (Professional Studies)	\$316	\$395
Fees per Semester (All Programs)	NO FEES	

**Addendum B
STEVENSON UNIVERSITY
Stevenson University Online
Program Offerings - CSM Graduates / Alumni**

Stevenson University Online, a division of Stevenson University, Inc., offers the following undergraduate academic programs to CSM graduates:

Adult Undergraduate Programs (Nursing):

- Nursing (RN to BS)
- Nursing (RN to MS)

Adult Undergraduate Programs (Non-Nursing):

- Business Administration
- Business Communication
- Computer Information Systems
- Criminal Justice
- Cybersecurity and Digital Forensics
- Interdisciplinary Studies
- Legal Studies

Adult Undergraduate Degree Completion Program:

- Professional Studies (degree completion program for students with prior college credits)

**Addendum C
 STEVENSON UNIVERSITY
 Stevenson University Online
 Tuition Rate Per Credit Hour – CSM Faculty & Staff
 Effective May 1, 2019**

Area of Study	Rate Per Credit Hour 20% Reduction	Rate Per Credit Hour Standard
Graduate Nursing	\$500	\$625
Graduate Business, Communication, and Healthcare Programs (includes Post-Baccalaureate Certificates)	\$536	\$670
Graduate Forensics and Crime Scene Investigation Programs (includes Post-Baccalaureate Certificates)	\$556	\$695
Graduate Education Programs (includes Post-Baccalaureate Certificates)*	\$495	\$495
*Graduate education programs and certificate programs are not eligible for the 20% reduction as they are already offered at a discounted rate		
Fees per Semester (All Programs)	NO FEES	

Addendum D
STEVENSON UNIVERSITY
Stevenson University Online
Program Offerings – CSM Faculty & Staff

Stevenson University Online, a division of Stevenson University, Inc., offers the following graduate and post-baccalaureate certificate programs to CSM faculty and staff:

Graduate Nursing Program and Post-Baccalaureate Certificate:

- Nursing (MS degree)
- Population-Based Care Coordination (certificate program)
- Nursing Education (certificate program)

Graduate Business, Healthcare, and Communication Programs and Post-Baccalaureate Certificates:

- Business and Technology Management (MS degree)
- Communication Studies (MS degree)
- Healthcare Management (MS degree)
- Quality Management and Patient Safety (certificate program)

Graduate Forensics and Crime Scene Investigation Programs and Post-Baccalaureate Certificates:

- Crime Scene Investigation (MS degree and certificate program)
- Cybersecurity and Digital Forensics (MS degree)
- Digital Forensics (certificate program only)
- Forensic Accounting (MS degree and certificate program)
- Forensic Investigation (MS degree and certificate program)
- Forensic Science (MFS degree)
- Forensic Studies (MS degree)

Graduate Education Programs and Post-Baccalaureate Certificates*:

- Integrative Learning (M.Ed. degree)
- Community-Based Education and Leadership (MA degree and certificate program)
- Teaching (MA degree)
- Literacy Education (certificate program)
- Secondary STEM Teaching and Learning (certificate program)

***Graduate education programs and certificate programs are not eligible for the 20% reduction as they are already offered at a discounted rate**

