

## **MEMORANDUM OF UNDERSTANDING**

College of Southern Maryland and  
Stevenson University, Inc.

This Memorandum of Understanding (“Agreement”) is made by and between Stevenson University Inc., 1525 Greenspring Valley Road, Stevenson, Maryland, 21153 (“Stevenson University”) and College of Southern Maryland (“CSM”) 8730 Mitchell Road, La Plata, Maryland, 21646.

### **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 the School of Graduate and Professional Studies of Stevenson University, 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’s degree.
2. Provide yearly enrollment reports to CSM about graduates who utilize the benefits under this MOU.
3. Provide CSM personnel with all appropriate and important information for the participating CSM graduates.
4. Contact the designated liaison at CSM about course offerings.
5. Provide a contact to act as a liaison between Stevenson University and CSM.
6. Advise all incoming students of their transfer credits and 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 graduates about recruitment and advising appointments that are held on-site both at any CSM location and at Stevenson University.
3. Invite Stevenson University to promote the programs on site at any of CSM’s locations during any college 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 Bachelor’s programs are designed for graduates of a high school, GED and/or 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 insure that appropriate personnel in their respective institutions are aware of this agreement, including administration, managers, employees, graduates, 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. Stevenson University and CSM will conduct a review/revision of the procedures and contract every three years.
6. 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 any campuses during recruiting/advising visits.

**G. Tuition Policy:**

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

**I. 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 unless voided by either party upon sixty (60) days prior written notice. 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.

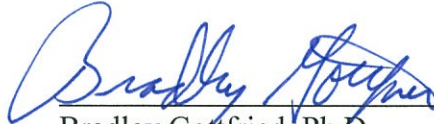
**J. Termination:**

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, but tuition may be affected as a result of the termination of this Agreement.

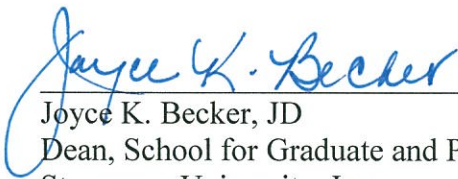
IN WITNESS WHEREOF the parties hereto have executed this Agreement in the duplicate this 9<sup>th</sup> day of July, 2014.



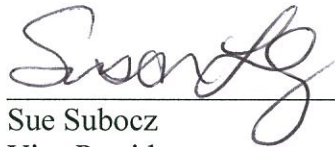
Paul Lack, Ph.D.  
Executive Vice President for  
Academic Affairs and Dean  
Stevenson University, Inc.



Bradley Gottfried, Ph.D.  
President  
College of Southern Maryland



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



Sue Subocz  
Vice President  
Division of Academic Affairs  
College of Southern Maryland

**ADDENDUM A****The School of Graduate and Professional Studies at  
Stevenson University**

<b>Service</b>	<b>MOU Rate</b>	<b>Standard Rate</b>
<b>Adult Undergraduate Tuition (Per Credit)</b>	<b>\$396</b>	<b>\$495</b>
<b>Fees per Semester (All Programs)</b>	<b>\$125</b>	<b>\$125</b>

## **ADDENDUM B**

The School of Graduate and Professional Studies at Stevenson University includes the following adult undergraduate programs:

### **Adult Undergraduate Programs:**

- Business Administration
- Business Communications
- Business Information Systems
- Computer Information Systems
- Criminal Justice
- Interdisciplinary Studies
- Paralegal
- Nursing (RN to BS)