

MEMORANDUM OF UNDERSTANDING
DUAL TO DEGREE PROGRAM
between
PRINCE GEORGE'S COMMUNITY COLLEGE
and
BOWIE STATE UNIVERSITY

Introduction

This document creates a Memorandum of Understanding (MOU) between Prince George's Community College (PGCC) and Bowie State University (BSU). The purpose of this MOU is to: 1) enable PGCC and BSU to work collaboratively to support and provide services to dually enrolled students in the Dual and Concurrent Enrollment Programs at PGCC both while they are in high school and through the completion of an associate's degree at PGCC; and 2) to encourage their transfer to BSU after completing an associate's degree at PGCC. The expectation of both PGCC and BSU is that the Dual to Degree Program will provide students with the services they need to become successful college students and pursue their higher education goals. This Memorandum of Understanding is entered into as of the date of the last signature herein.

Dual to Degree is a program designed to transition Dual and Concurrent Enrollment students into an associate degree program at PGCC with transfer to four-year partner institutions. Dual enrollment is defined as a student who is simultaneously enrolled in both a public high school and a public college. Concurrent enrollment is defined as a student who is simultaneously enrolled in both a private high school or homeschool and a public college. The credits earned in the college may also count as credit on the high school transcript. This could include credits that satisfy high school graduation requirements. The term "dually enrolled students" will be all encompassing and refer to students in both the Dual and Concurrent Enrollment Programs at PGCC.

BSU and PGCC believe that Dual to Degree prepares students for success in college and in transitioning by providing:

- Personalized academic advising and transition planning events and workshops;
- Membership in PGCC's Success Squad Ambassadors Program; and
- Exposure to four-year institutions with a direct point of contact, campus tours, and other events.

The cooperative program established by this MOU will be governed by the policies and procedures of BSU and PGCC, as well as applicable state and federal laws. This MOU does not preclude previous agreements between BSU and PGCC nor Maryland's public colleges' and universities' statewide policies on transfer; its intention is to provide additional opportunities to Dual to Degree students.

Terms of the Agreement

The term of this agreement shall be for a one-year period, commencing on the date this MOU is entered into and ending on August 1, 2017, unless terminated earlier as provided in this agreement. Thereafter, this agreement shall be automatically renewed for successive periods of one (1) year each. The Parties agree that any termination of the agreement must be executed ninety (90) days prior to the expiration of any school year.

Responsibilities of the Parties

Prince George's Community College will:

1. Enroll qualified dual and concurrent enrollment students while they are in high school;
2. Recruit dually enrolled students to the Dual to Degree Program through strategic marketing;
3. Collaborate with the four-year receiving institutions to ensure a representative will be available at PGCC's dual and concurrent enrollment new student orientations, held before the start of the Fall, Spring, and Summer semesters;
4. Host "Dual to Degree Days," which aim to provide retention services to help students transition from dual enrollment to degree-seeking students at PGCC in a one-stop format, to be held during the spring semester yearly, which BSU will attend;
5. Maintain a list of all students participating in the Dual to Degree Program to be shared with BSU;
6. Invite new Dual to Degree students to the annual Scholarship Reception to be recognized before their family, friends, and college community and invite the four-year partners to the annual Scholarship Reception to meet new students;
7. Have 100% of students meet with an academic advisor before the start of every Fall and Spring semester;
8. Assist 100% of students in maintaining an updated "Student Planning" account for their entire academic career at PGCC;
9. Share information on events, workshops, services with participants at least once per month;
10. Provide at least three Academic Advising, Retention Initiatives and Transition Planning (ART) events and workshops to participants during the Fall and Spring semesters;
11. Manage the Dual to Degree students serving in the Success Squad Ambassador Program;
12. Assist with providing campus tours of the four-year feeder institutions at least once per year.

Bowie State University agrees to the following:

1. Provide a direct point of contact for the Dual to Degree Program staff and students;
2. Recruit Dual to Degree students for enrollment at BSU after completion of an associate's degree at PGCC only;
3. Collaborate with PGCC to ensure a representative will be available at PGCC's dual and concurrent enrollment new student orientations, held before the start of the Fall, Spring, and Summer semesters;
4. Attend "Dual to Degree Days," which aim to provide retention services to help students transition from dual enrollment to degree-seeking students at PGCC in a one-stop format, to be held during the spring semester yearly;
5. Attend the annual Scholarship Reception which will honor new Dual to Degree Students in order to meet new students;
6. Share information on events, workshops, services with participants at least once per month;
7. Provide campus tours at least once per year;
8. Waive the application fee for Dual to Degree students to the extent allowed by University System of Maryland Board of Regents policy.
9. Admit all Dual to Degree students who have completed an associate degree with a cumulative GPA of 2.0 or higher on a scale of 4.0, with the understanding that some professional programs require a secondary admissions process, and that admission to BSU does not guarantee admission to those professional programs.
10. Give preference to transferring Dual to Degree students who are competitive candidates and meet all qualifications for an institutional scholarship.

Dual to Degree Advisory Committee

Implementation of the Dual to Degree MOU will be overseen by a Dual to Degree Advisory Committee. The Advisory Committee will meet at least yearly and will be responsible for program evaluation and updates as necessary. Membership will include:

From Prince George's Community College:

- *Director, Recruitment and Admissions*
- *Director, Retention Services*
- *Director, Advising and Transfer Services*
- *Owl Success Track Coordinator*
- *Dual to Degree Program Academic Advisor*
- *Dual Enrollment Coordinator*
- *Academic Affairs Liaison*

From Bowie State University:

- *Director, Admissions*
- *Director, Continuing Education*
- *Transfer and Articulation Coordinator*

Family Education Rights and Privacy Act (FERPA)

PGCC adheres to the policies and procedures as defined by the Family Education Rights and Privacy Act (FERPA) as well as requests made under the Public Information Act and those made through official requests by a government agency. It is acknowledged that prior consent from the student is not required by school or government officials who have been determined to have legitimate education interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective. Legitimate educational interests include those directly related to the academic environment. It is further acknowledged that PGCC is the custodian of a student's college records during the time that the student is enrolled in that institution.

Indemnification

- A. Bowie State University will indemnify and hold PGCC, their officers, employees and agents harmless from any and all losses, claims, liabilities, damages, costs and expenses (including reasonable attorney's fees) which arise out of the acts or omissions of the University, its agents, or employees in connection with this MOU or by any breach or default in the performance of the obligations of the University hereunder. The obligation of the University pursuant to this subsection is contingent upon an appropriation by the Maryland General Assembly to BSU specifically for the purposes contemplated in this paragraph at the time an event which may give rise to BSU's obligation to indemnify and hold harmless occurs, and to the extent that a tortious claim is involved, BSU's liability will be limited to that established under and allowed by the Maryland State Tort Claims Act.
- B. PGCC will indemnify and hold Bowie State University, their officers, employees and agents harmless from any and all losses, claims, liabilities, damages, costs and expenses (including reasonable attorney's fees) which arise out of the acts or omissions of the PGCC, its agents, or employees in connection with this MOU or by any breach or default in the performance of the obligations of the PGCC hereunder. The obligation of the PGCC pursuant to this subsection is limited to the extent set forth in the Maryland Local Government Tort Claims Act and other applicable Maryland statutes.

Termination

This MOU may be terminated upon the occurrence of any of the following events:

1. Mutual agreement of the parties.
2. Either party upon the other party's breach of any of the terms and conditions of this MOU, and the breaching party's failure to cure such

- default to the satisfaction of the other party within seventy-two (72) hours from the time that notice of the default is given.
3. Either party with 30 days advanced written notice of the intent to terminate at the conclusion of the course(s).

Contact for Termination:
Prince George's Community College
Dr. Tyjaun Lee, Vice President for Student Services

Bowie State University
Mr. Troy Miller, Assistant Vice President for Enrollment Management

Nondiscrimination

PGCC and BSU agree to make no distinction among the participant, students or employees who are covered by the MOU on the basis of age, sex, sexual orientation, gender identity, race, color, religious belief, national origin, marital status, status as a qualified individual with a disability or handicap or as a disabled veteran. However, when the funds are supplied by a grant, the disbursement of funds will be in accordance with the policies and requirements of the grantor.

Governing Law

This Memorandum of Understanding shall be governed by, and construed in accordance with the laws of the State of Maryland.

In Witness Whereof the Parties Have Signed and Sealed This MOU as of the Date Written Below:

For Bowie State University



Mickey L. Burnim, Ph.D.
President
Bowie State University

Date 9/15/16

Prince George's Community College



Charlene M. Dukes, Ed.D.
President
Prince George's Community College

Date 10/9/16