

MEMORANDUM OF UNDERSTANDING
Stevenson University, Inc. and Montgomery College

This Memorandum of Understanding (“Agreement”) is made by and between Stevenson University Online, a division of Stevenson University, Inc., 1525 Greenspring Valley Road, Stevenson, Maryland, 21153 (“Stevenson University”) and Montgomery College, (“MC”), 900 Hungerford Drive, Rockville, MD 20852.

A. Purpose:

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

B. Goals:

1. To provide educational opportunities for graduates of MC 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 MC 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 MC with all appropriate and important information that needs to be communicated to the participating graduates.
4. Contact the designated liaison at MC to notify about course offerings.
5. Provide a contact to act as a liaison between Stevenson University and MC.
6. Advise all incoming students of their course sequence, potential transfer credits, and/or program credit review for free.

D. MC’s Responsibilities:

1. Provide all appropriate information to all MC graduates about the Stevenson University and MC collaboration through transfer advisors and other applicable departments and personnel.
2. Support Stevenson University’s recruiter and/or advisor in informing MC’s graduates about recruitment and advising appointments that are held on-site both at MC and at Stevenson University.
3. Invite Stevenson University to promote the programs on site at any MC locations during any transfer 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.

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 MC 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 MC 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 MC Graduates into the Program:

1. Stevenson University and MC will provide liaisons who will work together to recruit the population of MC graduates who are interested in completing their bachelor's degree.
2. MC 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 MC registered in the Adult Undergraduate programs a 20% tuition discount. 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 would be the next semester start after this Agreement is signed by both organizations' representatives.
5. This discount will be offered only for Stevenson University Online's Adult Undergraduate programs. For a specific list of programs, please see Addendum B.
6. The tuition discount is not retroactive; however, current Stevenson University Online students who are graduates of MC 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 MC'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 MC 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 MC. In that event, a separate Agreement would have to be negotiated and executed.

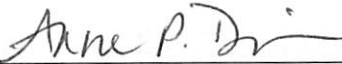
IN WITNESS WHEREOF the parties hereto have executed this Agreement in the duplicate this 12th day of April, 2019.



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



Sanjay Rai, Ph.D.
Senior Vice President for Academic
Affairs
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Anne P. Davis, D.M.
Dean, Stevenson University Online
Stevenson University, Inc.