

## **MEMORANDUM OF UNDERSTANDING**

Stevenson University, Inc. and Blue Ridge Community and Technical College

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 Blue Ridge Community and Technical College, 13650 Apple Harvest Dr. Martinsburg, WV 25403 (“Blue Ridge Community and Technical College”).

### **A. Purpose:**

1. The purpose of this Memorandum of Understanding is to provide the terms of an operational relationship between Blue Ridge Community and Technical College and Stevenson University.

### **B. Goals:**

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

### **D. Blue Ridge Community and Technical College’s Responsibilities:**

1. Provide all appropriate information to all Blue Ridge Community and Technical College graduates and employees about the Stevenson University and Blue Ridge Community and Technical College collaboration through transfer advisors and other applicable departments and personnel.
2. Support Stevenson University’s recruiter and/or advisor in informing Blue Ridge Community and Technical College’s graduates and employees about informational and advising appointments that are held on-site both at Blue Ridge Community and Technical College and at Stevenson University.
3. Invite Stevenson University to promote the programs on-site at any Blue Ridge Community and Technical College 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 with 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 a high school diploma or GED, and/or associate degree 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 Blue Ridge Community and Technical College 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 Blue Ridge Community and Technical College agree to monitor the performance of this Agreement and to revise it as necessary.
5. Representatives from both institutions will agree to review the agreement to help facilitate any changes, problems, or items that need to be updated or corrected.

**F. Advisement of Blue Ridge Community and Technical College Graduates into the Program:**

1. Stevenson University and Blue Ridge Community and Technical College will provide liaisons who will work together to advise the population of Blue Ridge Community and Technical College graduates who are interested in completing their bachelor's degree.
2. Blue Ridge Community and Technical College will provide appropriate workspace for Stevenson University's recruiter/advisor to participate in the college's biannual transfer event.

**G. Tuition Policy:**

1. Stevenson University will offer graduates and employees of Blue Ridge Community and Technical College enrolled as a degree-seeking student in a Stevenson University Online Adult Undergraduate degree program a 20% tuition discount. See Addendum A and B for specific cost information and a list of eligible programs.
  - a. This discount for Blue Ridge Community and Technical College graduates will be offered only for Stevenson University Online's Adult Undergraduate programs.
2. Stevenson University will offer employees of Blue Ridge Community and Technical College enrolled as a degree-seeking student in a Stevenson University Online Adult Undergraduate degree program, Master's degree program, or Post-baccalaureate Certificate program a 20% tuition discount. See Addendum A and B for specific cost information and a list of eligible undergraduate programs; and Addendum C and D for specific cost information and a list of eligible graduate and post-baccalaureate certificate programs.
  - a. This discount for Blue Ridge Community and Technical College employees will be offered only for Stevenson University Online's master's programs, or post-baccalaureate programs.

3. The tuition discount can only be applied to one academic program at a time and cannot be combined with other partnership discounts.
4. The tuition discount is for tuition only and cannot be applied to supplies, books, fees or other costs associated with the program(s).
5. Ultimately, the student is responsible for any fees or tuition owed to Stevenson University.
6. The tuition discount is not retroactive; however, current Stevenson University Online students who are graduates or employees of Blue Ridge Community and Technical College 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 Blue Ridge Community and Technical College'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 Blue Ridge Community and Technical College 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 Blue Ridge Community and Technical College. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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Peter G. Checkovich, Ed.D.  
President  
Blue Ridge Community and Technical  
College

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Meredith C. Durmowicz, Ph.D.  
Sr. Associate Vice President, Academic Affairs  
Interim Vice Provost of Online Learning  
Stevenson University, Inc.