

Memorandum of Understanding among  
Montgomery College, University of Maryland Eastern Shore,  
and the Universities of Shady Grove



*Preamble:*

This agreement affirms the commencement of a new initiative among Montgomery College (MC), the University of Maryland Eastern Shore (UMES) and the Universities at Shady Grove (USG) to promote the Hawk Line, an accelerated, transfer access program for faster completion of UMES undergraduate degree programs. The Hawk Line offers students a structured pathway for attaining a four-year baccalaureate degree. Key components of the program include priority access to the UMES program at USG, Associate Degree completion, and early access to UMES and USG services.

The goal of this program is to provide a seamless transition to MC to select UMES Hospitality and Tourism Management (HTM) undergraduate degree program offered at the USG campus. In addition to increasing the number of well-qualified, prepared students who select the pathway, the Hawk Line contributes to Maryland's completion initiative by increasing associate degree attainment and providing momentum for baccalaureate completion.

*Efforts:*

Montgomery College, the University of Maryland Eastern Shore, and The Universities at Shady Grove will implement a two-year pilot with the following guidelines:

- MC, UMES, and USG will begin implementation of the Hawk Line program for Fall 2015. The pilot will end in the Summer 2017. During the second year, the partners will assess and evaluate the pilot to determine the future success of the program. The pilot program for Hospitality and Tourism Management (HTM) will include up to 20 students per academic year. Students may be admitted into the program during the Fall or Spring semester dependent upon program capacity.
- In collaboration with UMES HTM program director, MC deans and coordinators will identify suitable candidates for the program.

- Students can apply to enroll in the program at any time during their enrollment at MC, except during their last semester.
- Acceptance into the Hawk Line will be facilitated by the USG Center for Recruitment and Transfer Access (CRTA). CRTA will work in close partnership with both UMES and MC to identify, track, and monitor the progress of prospective and current USG/UMES Hawk Line students.
- Hawk Line students will be considered visiting students while taking UMES classes at USG and will **not** be admitted to UMES during their time in the Hawk Line program. Hawk Line students wishing to enroll in UMES courses while matriculating at MC must receive approval from a MC program representative to enroll in the course(s). Following completion of the Hawk Line program and their associate's degree at MC, they will need to apply as transfer students to gain full admittance to UMES. The UMES office of admissions will retain the final authority in all admission decisions.
- Upon successful completion of the Hawk Line program, admitted students are eligible for admission to the UMES program offered at USG contingent on meeting the following requirements:
  - o Completion of Associate's degree at MC.
  - o Completion of at least 15 credits at MC.
  - o Enrollment at the University of Maryland Eastern Shore program at the Universities at Shady Grove within one year of completion of the Associate Degree.
  - o Not matriculated at any other institution of higher education after Hawk Line acceptance.
  - o Adherence to all admission policies in addition to the academic stipulations already listed.
- MC will provide current student address and student academic record information for Hawk Line students at MC to the following individuals: UMES Program Director at USG, USG Director of the Center for Recruitment and Transfer Access, and USG Chief Student Affairs Officer. This will enable tracking and the ability to share and access data to evaluate the effectiveness of the program.

*\*\*The parties will comply with all provisions of the federal Family Educational Rights and Privacy Act (FERPA). Pursuant to 34 CFR § 99.31 (a)(6)(i), the parties may share with each other personally identifiable information from students' educational records without consent for the sole purpose of conducting studies to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. Also consistent with FERPA, the parties shall use reasonable methods to ensure that they provide only those education records that are necessary to the MOU. Under this agreement the use of data shared is for no purpose other than this initiative. Nothing in the agreement may be construed to allow the parties to maintain, use, disclose, or share student record information in a manner not allowed under Federal law or regulation.*

- All students participating in the Hawk Line program must give consent (via USG Hawk Line Application) allowing UMES to share their transcripts with the USG Director of the Center for Recruitment and Transfer Access who will ensure they are delivered to MC and incorporated into the associates degree.


- UMES in partnership with USG will provide special enrichment activities and opportunities for Hawk Line students, such as a Hawk Line orientation, access to academic success workshops and career counseling, and access to student events and activities at USG.

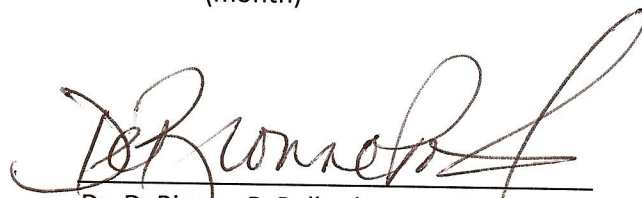
Any of the parties may terminate all or parts of this agreement with a minimum of a six month written notice to the leadership of MC, UMES, and USG. Currently enrolled Hawk Line students would be allowed to complete the program.


*General oversight of this agreement:*

- Implementation of this Memorandum of Understanding is the responsibility of the Senior Vice President for Academic Affairs at Montgomery College, Dean for the School of Business & Technology of the University of Maryland Eastern Shore, and the Executive Director of the Universities of Shady Grove. Interpretation of the academic, programmatic, and financial obligations of UMES shall rest with the Dean for the School of Business & Technology of the University of Maryland Eastern Shore. Interpretation of the academic programmatic and financial obligations of MC shall rest with the Senior Vice President of Academic Affairs at MC. Interpretation of the academic, programmatic, and financial obligations of USG shall rest with the Executive Director of USG.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015  
(date) (month)

  
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Dr. Ayodele Alade  
Dean for the School of Business & Technology  
University of Maryland Eastern Shore

  
\_\_\_\_\_  
Dr. DeRionne P. Pollard      Date  
President, Montgomery College

  
\_\_\_\_\_  
Dr. Stewart Edelstein      Date  
Executive Director, Universities at Shady Grove