

# COUNTY COLLEGE OF MORRIS

## COLLEGE OF ST. ELIZABETH

### LETTER OF AGREEMENT

This letter of agreement delineates the terms of understanding between the College of Saint Elizabeth (CSE) and the County College of Morris (CCM) regarding a program that would facilitate the achievement of a Bachelor of Science in Nursing degree from CSE by students/graduates of the CCM Associate in Applied Science program in Nursing.

#### The Program

The College of St. Elizabeth proposes a plan whereby nurses who have earned Associate degrees from CCM may earn the BSN through a flexible program of study including both courses taught by traditional means at CSE and CCM, and courses offered by distance learning. It is expected that most of the courses beyond the Associate degree requirements at CCM would be taught at the CCM location.

Students in this program would be matriculated at CSE once they have their Associate degree and have been accepted by CSE, using CSE standards. Courses beyond the Associate degree, up to a maximum total of 80 credits (including the credits required for their Associate degree), would be taken at CCM. These are existing courses at CCM which have been approved by the College of Saint Elizabeth for the BSN program, and will be referred to herein as "bridge" courses/credits. The faculty teaching these bridge courses would be CCM faculty. Course content, test completion and grading criteria for the bridge courses will be determined by CCM. It is documented that both institutions maintain established standards and qualifications for faculty members. Faculty assigned to teach the bridge courses will hold a master's degree or equivalent. Students would be billed by CCM, and pay CCM rates to CCM for the bridge courses. Financial aid for the bridge courses would be handled through the CSE Financial Aid office. CSE, CCM and the student would need to sign individual consortial agreements that would facilitate the financial aid process for these courses/these students.

Courses beyond the 80 credits would be CSE courses. Students will be billed by CSE at CSE rates, and will pay CSE. CSE will handle the financial aid process.

CSE and CCM will agree on a process for enrolling, registering and maintaining records for the bridge courses. CSE will be responsible for enrolling, advising, registering and maintaining official student records beyond the 30 credits.

CSE will be responsible for faculty for the courses beyond the 30-credit limit.

CSE will determine the minimum class size for its courses. Clinical nursing laboratory sections shall not exceed ten students.

### Facilities at CCM

The facilities to be provided by CCM, at no cost to CSE, for all students in the BSN program, are:

1. Classrooms and/or conference rooms, including the interactive television classroom, if needed.
2. A physical and electronic mailbox for faculty to receive messages and assignments from students.
3. A-V aids, computers and lab equipment for student learning that are available at CCM shall be made available to the instructional staff from CSE.
4. Faculty access to a photocopier for limited duplication of instructional materials.
5. The library at CCM, including borrowing privileges for students at all stages of the program. CSE will also provide these privileges.
6. Arrangements will be made for faculty to use the Print Shop at CCM on a contract basis.

### CCM Responsibilities

1. CCM will serve as the site for the project, designed to promote career mobility for Associate degree nurses to earn the BSN. CCM will disseminate program information as appropriate.
2. A person will be employed at CCM during the first year and will be provided release time to coordinate this program. In subsequent years, CSE will reimburse the college for the cost of the release time at CCM's adjunct rate.

The responsibilities of the Coordinator will include:

- a. Assisting in the recruitment of students by means of mailings to CCM graduates and personal recruitment of current CCM students.
- b. Arranging classroom, lab space and access to computers as needed.
- c. Coordinating with the ITV technical personnel, as needed.
- d. Ordering textbooks.
- e. Coordinating syllabi, copying, distributing and filing, for ITV classes.
- f. Ensuring good communications with students in the program.
- g. Serving as liaison for support services, such as the writing lab.
- h. Checking health forms and licenses.
- i. Distributing, administering and mailing exams if the ITV classroom is used.
- j. Assisting in the coordination of an orientation program with new students.
- k. Advising and registering students.
- l. Performing other administrative duties as required.

3. Conducting orientation for faculty who teach at the CCM facility and providing copies of the appropriate policies and procedures.
4. Providing parking facilities for CSE faculty and students as necessary.

#### CSE Responsibilities

1. CSE will supervise and evaluate the program.
2. CSE will provide access to its library resources for students matriculated in this program.
3. CSE will provide access to student activities and services for students in this program. This includes computer labs, food services, parking and other facilities.
4. The college will provide financial aid services for the students in the program.
5. The college will conduct mailings and other publicity.
6. The college will maintain health records, license verifications, etc.
7. The Academic Adviser at CSE will:
  - a. assist in recruiting
  - b. serve as liaison to the coordinator at CCM regarding all administrative and student matters
  - c. Serve as the lead person on the CSE campus to facilitate resolution of any issues and concerns

#### Discipline and Grievances

Students will be subject to disciplinary rules and regulations and grievance procedures of the college on whose campus the issue exists.

#### The Agreement

1. This agreement will be in force until dissolved or mutually modified.
2. The agreement will be reviewed at the mid-point of the second semester by representatives at both institutions.
3. This agreement may be cancelled by either party. Non-renewal notice must be given by February 15 for cancellation the following year. In the event the agreement is cancelled, arrangements will be made for students to complete the program on the CSE campus. The agreement may not be terminated during a semester.

4. The chairs of the two Nursing Departments and the advisers from each college shall meet at least twice a year to review the progress of the program and to plan and review course offerings and facilities.

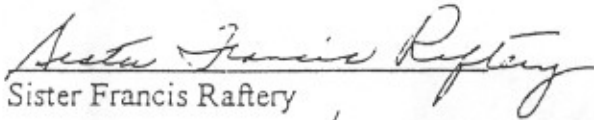
Attachments

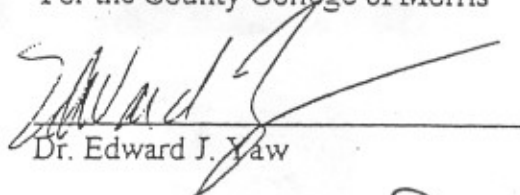
The attachments to this document represent the agreements worked out by appropriate representatives of the affected offices of both colleges for the purpose of implementing this agreement.

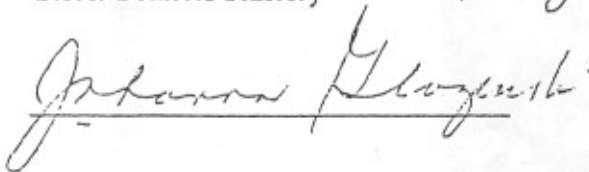
Dates and Signatures

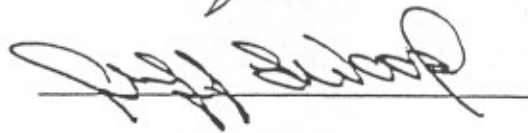
For the College of Saint Elizabeth

For the County College of Morris

  
Sister Francis Raftery

  
Dr. Edward J. Yaw



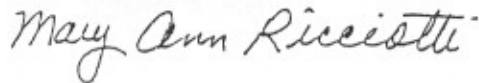


This agreement takes effect on May 9, 2001 (date)

CLW:hb (W)

Attachments

Mary Ann Ricciotti  
Notary Public State of New Jersey  
I.D. #2212128  
Commission Expires: 04/16/2003



### Why Services Are Available for International Students?

- Collaboration between the offices at CSE and CCM will be necessary to adjust documentation required for international students. The Director of the International Student Development program at CSE will contact his/her counterpart at CCM to review and complete all necessary paperwork on an individual basis for students as needed.

### Are Disabled Student Services Available?

- When attending classes at CCM, disability assessment/accommodation will be provided by CCM in the tutoring Center, and likewise, when on the campus of CSE you can request accommodation through the office of the Vice President for Student Life and Dean of Students or the Office of the Associate Dean of the Women's College. Learning disabilities are assessed and accommodated through the Learning Center at CSE.

### Can I Live on Campus?

- Any full-time female student desiring housing is eligible for room and board at CSE, provided there is space after all CSE Women's College students are assigned housing. This is in accordance with CSE policy in regard to all Adult Undergraduate Degree Program students (AUDP). There is no housing available for men at CSE. CCM does not offer housing.

### Is Parking Available?

- All CCM students will be given free Alumnae/i parking decals for parking on the CCM campus. When enrolled in classes at CSE, you should purchase a CSE decal in the semester through the Business Office.

### Are ID Cards Required?

- Special ID cards will be available at CCM identifying students in this program. These ID cards will be accepted on both campuses.

### Questions Related to Discipline and Grievance Procedures:

- You are expected to abide by the rules, regulations, and codes of conduct listed in the "Student Handbook" on the campus where you are taking classes.

In the case of an academic grievance question: if the class is offered by CCM (one of the bridge courses), follow the academic grievance procedures as outlined in the Student Handbook from CCM, if the class is offered by CSE, follow the procedures as outlined in the Student Handbook from CSE.

### Why Should I Enroll?

- Because the program offers great flexibility, designed for an adult learner and it is also affordable and created just for you to become a Professional Nurse Leader at the baccalaureate level

### How Do I Apply?

- Contact Trudi W. Schmidt, B.A., R.N., Program and Lab Coordinator Department of Nursing and Allied Health, County College of Morris. She will assist you in the completion of the application (fee waived).

## Contact Persons

### County College of Morris

Joan M. Cunningham, M.A., R.N.  
Chairperson, Nursing and Allied Health Department

Ms. Michelle Beckford, RN (CCM)

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### College of Saint Elizabeth

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The College of Saint Elizabeth is located between Madison and Morristown, New Jersey on Madison Avenue (Route 124), only minutes away from Routes 78, 80, 280, and 287.

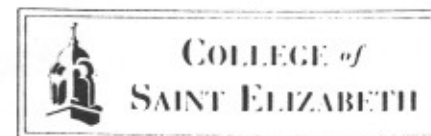
College of Saint Elizabeth does not discriminate on the basis of sex (except as permitted in Title IX, Education Amendment of 1972 for admission to colleges), physical handicap, race, age, color, or national or ethnic origin in the administration of its admissions, educational policies, scholarship and loan programs, or other college policies including employment.

## Fact Sheet

### County College of Morris and College of Saint Elizabeth

# RN-BSN Initiative

An RN to BSN Program  
Designed for CCM Graduates



Adult Undergraduate Degree Program

*An RN to BSN Program Designed for CCM Graduates*

**To:**

- County College of Morris Nursing Graduates

**From:**

- Joan M. Cunningham, M.A., R.N., Chairperson, Nursing and Allied Health, County College of Morris and
- Sister Janet Lehmann, Ph.D., R.N., Chairperson, Nursing Department Associate Professor, College of Saint Elizabeth.

**Subject:**

- Earn your Bachelor of Science in Nursing Degree (BSN) from the College of Saint Elizabeth with classes offered at the County College of Morris campus, Randolph, New Jersey.
- Background – The two colleges have collaborated and created a program to provide a seamless transition and financial savings to nurses enrolled in this program. The nursing graduates from CCM will be able to earn a BSN degree from CSE with most courses offered on the CCM, Randolph Campus. This cooperative agreement was signed on Wednesday, May 9, 2001, "National Nurses Day."

## frequently Asked Questions

*Am I Eligible to Enroll in the Program?*

- Yes, if you graduated from CCM.

*How Many CCM Credits From My Associate Degree Can I Transfer Into This Program?*

- 67-68 CCM credits that you received toward your Associate Degree in Nursing from CCM.

*Can I Take Additional Credits at CCM?*

- Yes, you can take an additional 12-13 credits at CCM for a total of 80 credits from CCM. These 12-13 designated credits are considered *Bridge Courses*, and these 12-13 designated credits will cost \$77.00 per credit, which is at the 2001 CCM tuition rate.

*How Many Credits Do I Need to Graduate From CSE With a BSN?*

- A total of 128 credits, but some candidates may require additional credits to fulfill the degree requirements.

*What is the Cost Per Credit at CSE?*

- As of Fall 2001 the cost per credit is \$455.00 for CSE courses. If you receive tuition reimbursement from your employer, in most cases the Business Office from CSE will work with your employer toward direct payment to CSE. Also Financial Aid may be available. There are also monthly installment plans without an interest charge.

*Can I Apply for Financial Aid?*

- Yes, contact the CSE Financial Aid Office at (973-290-4445).

*When Can I Apply for Financial Aid?*

- Prior to your registration in a Bridge Course or when you apply to CSE.

*When Am I a Matriculated Student at CSE?*

- When you are accepted into the program and registered for your first course.

*How Many Credits Are in Nursing At CSE?*

- There are 30 nursing required credits from CSE. Some CCM graduates may have two credits fulfilled through the CCM curriculum.

*Are There Any Direct Clinical/Nursing Experiences?*

- Yes, most clinical experiences are individualized. The nursing faculty will attempt to arrange evening hours for nursing experiences, but this may not always be possible.

*Are All Classes Held in the Evenings at CCM?*

- Yes, all classes are scheduled in the late afternoon and evenings to accommodate working registered professional nurses.

*May I Attend Classes on the CSE Campus?*

- Yes

*How Do I Obtain Textbooks for the CSE Courses at CCM?*

- Textbooks will be available in the CCM Bookstore.

*Who Will be My Academic Advisor?*

- Trudi W. Schmidt, B.A., R.N., Program and Lab Coordinator at CCM, Department of Nursing and Allied Health.

*What Student Services Are Available?*

- Students enrolled in the program are welcome to use student service offices located on either campus. You are encouraged to use the campus/office that best meets your needs in terms of available resources, office hours, geographic location and convenience. You are welcome to participate in all CSE services and activities, as well as those at CCM.

- Counseling Services are available to you on either campus. If you decide to go to the CSE campus for counseling services, but you have started counseling at CCM, you must provide written permission in order for information and/or records to be exchanged. (In the event of a psychological emergency, you will be transported from the site to the local hospital for evaluation/treatment according to the policies and procedures established on that campus to facilitate emergency treatment.)

- Health Services are available to you on both campuses. You may choose the CCM Health Center for convenience; however, you may choose to access the CSE Health Center. A Nurse Practitioner is on duty Monday-Friday from 8 am to 4 pm.

You will be responsible for signing a release at the CCM Health Center allowing them to send copies of your health and immunization records to CSE. As per CSE policy, failure to provide this documentation to CSE will result in the student being placed on a registration hold. This release form will be part of your admission process. The transfer of these records must occur during the first course you register for in this program.

*Do I Have Access to the College Library?*

- Yes, you have borrowing privileges at both college libraries and use of the Internet.

*Are Career Services Available?*

- Career Services are available to you on both campuses.

*May I Volunteer?*

- If you wish to engage in community service you will be directed to the Volunteer Center at CSE. A similar program at CCM is not available. You can be placed in various settings in the Northern New Jersey area. You are welcome to attend the various services and volunteer activities that occur on the CSE campus.

*May I Participate In Athletic Activities?*

- Yes, you are eligible to participate on any of the intercollegiate teams in accordance with NCAA rules and College policies at both campuses. You are encouraged to make use of the Fitness Center at CCM as well as the facilities at CSE.

*Are There Other Student Activities and Clubs?*

- You may participate in all campus activities and clubs on either campus. Nursing students enrolled in this program automatically become members of Nursing Network, a CSE student club.

*Is There a Campus Ministry Program?*

- You may participate in campus ministry activities on either campus.