

# MEMORANDUM OF UNDERSTANDING FOR BASE EDUCATION SERVICES

BETWEEN

THE UNITED STATES AIR FORCE  
JOINT BASE ANDREWS, MARYLAND

AND

PRINCE GEORGE'S COMMUNITY COLLEGE

This Memorandum of Understanding (MOU) is between:

United States Air Force, 11th Wing  
1500 West Perimeter Road Suite 2340  
Joint Base Andrews, Maryland 20762

and

Prince George's Community College  
301 Largo Road  
Largo, MD 20774-2199

It provides guidelines and procedures for the delivery of educational services on Joint Base Andrews not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution or the Air Force Addendum to the DoD MOU. This provides educational opportunities for service members, Department of Defense (DoD) civilian employees, eligible adult family members, military retirees, and non-DoD personnel. This MOU is not to be construed in any way as giving rise to a contractual obligation of the Air Force to provide funds to the Institution that would be contrary to federal law.

## 1. PREAMBLE

Providing access to quality postsecondary education opportunities is a strategic investment that enhances the service member's ability to support mission accomplishment and successfully return to civilian life. Today's fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the nation's policies and objectives, requires the Air Force to sponsor postsecondary educational programs using a variety of learning modalities that include instructor-led courses, as well as distance learning (DL) options. All are designed to support the professional and personal development and progress of Air Force members and the DoD civilian workforce. Prince George's Community College has become a partner in this objective by making its programs available for use in connection with the Air Force Voluntary Education program.

The requirement and authority for this MOU rests in Air Force Instruction 36-2649 and within DoD Instruction (DODI) 1322.25 and DODI 1322.08E. All parties desire to satisfy the educational interests and needs of the individual Airmen, as well as the needs of the Air Force.

This MOU is subject at all times to federal law and the rules, guidelines, and regulations of the DoD. Any conflicts between this MOU and such federal law, rules, guidelines, and regulations will be resolved in favor of the federal law, rules, guidelines, or regulations.

## **2. RESPONSIBILITIES**

### **A. USAF Education and Training Section (ETS) Chief will:**

(1) Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational Services between Prince George's Community College and the U.S. Air Force, at Attachment 1.

(2) Help to promote the Institution's on-base programs through available base media outlets, and provide an area for brochures/handouts for interested personnel. Institution representatives may make available to interested personnel, in their administrative offices or designated display areas, any and all information on programs offered through DL or on the home campus.

(3) Assist in obtaining temporary passes/ID cards for faculty, administrative personnel and students as required by base regulations.

(4) Provide utilities for office space and classrooms. Prince George's Community College will not be required to reimburse for use of facilities or utilities (DODI 1322.25). No reimbursement for manpower or supplies for the Institution will be paid by the Air Force or the 11th Wing.

(5) Authorize Institution representatives, subject to base policy, use of government leased telephone service, on a time-available basis, for communicating with local military personnel or DoD employees enrolled in the Institution's programs.

(6) Provide appropriate counseling to all Airmen prior to course registration, regardless of the method of payment selected by students.

(7) Provide tuition assistance for eligible Airmen enrolled in the Institution's programs in accordance with applicable regulations, DoD Voluntary Education Partnership MOU, and the availability of funds.

(8) Within funding limitations, coordinate with the base librarian to ensure that course-appropriate reference materials are available.

(9) Within funding limitations, a contract will be provided for a night monitor to open and secure classrooms. The night monitor shall be available in the classroom facility to sign out audiovisual equipment and teaching aids to instructors and provide technical assistance per established procedures.

**B. Prince George's Community College will:**

(1) Offer specified master's degree programs on Joint Base Andrews as listed in Attachment 1. These programs will fulfill all accepted standards and requirements established by the Institution, the Air Force, the Higher Education Commission of the Middle States Association of Colleges and Schools, and other appropriate accrediting associations and agencies of the state of Maryland having jurisdiction over the programs offered by the Institution. The program(s) provided must be in response to a formal request from the ETS Chief, as determined by a formalized needs assessment in accordance with Air Force Instruction 36-2649, Voluntary Education Program.

(2) Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational Services between Prince George's Community College and the U.S. Air Force.

(3) Provide program administrator(s) and office staff, as required, to manage the Prince George's Community College on-base programs. The ETS Chief may provide input regarding such selections. Counseling and advisement services, as required to support Prince George's Community College programs, will also be provided. Prince George's Community College is responsible for supervision and management of its personnel. Program administrators will coordinate with the ETS chief when establishing office hours to ensure that participants in the programs of Prince George's Community College have appropriate access to counseling and resolution of administrative problems.

(4) Institution officials will take a proactive approach to quality assurance. Standards in the Institution's faculty handbook will be followed, as will quality standards established by the school, state, accrediting agencies, and Headquarters U.S. Air Force. Appropriate regional accrediting associations will be required to evaluate on-base programs to determine comparability to established academic standards. The Institution will sustain all costs associated with these visits, and will provide ETS Chief copies of accrediting reports and associated communications upon request.

(5) Determine the number of faculty members, academic directors, administrators, and clerical personnel based on enrollments and current educational practice. Prince George's Community College is responsible for all costs of its personnel, including pay and benefits, support, and travel. The ETS Chief will be provided an annual list of faculty and their qualifications no later than 1 October of each year.

(6) The Institution will be responsible for selecting, training, and evaluating all faculty, directors, administrators and clerical personnel in accordance with established home campus procedures. Institution program administrators shall brief all instructors at the beginning of each term on local administrative requirements in reference to Air Force classrooms and procedures for entry access onto the base. Staff will attend annual training as required for base security and Force Protection. Each party will list primary and alternate points of contact. Prince George's Community College is responsible for all costs of its personnel, including pay and benefits, support, and travel.

(7) Inform the ETS Chief in writing no later than 72 hours before the class start date of any cancellations. The Institution representative and ETS Chief (or designated representative) will work together to find classes available through other media for the students enrolled in the cancelled classes.

(8) Provide enrollment statistics to the ETS Chief within two weeks after the term end date. Statistics will include the number of active duty military, DoD civilian, military dependents, and civilians not affiliated with the base. Maintain enrollment statistics for each on-base class, as well as the number of classes offered and cancelled each term.

(9) Report 100% of disruptive behavior that occurs on the base during any class held by Prince George's Community College or by any Prince George's Community College student or faculty member in attendance on-base to the ETS Chief within 24 hours of the event. Prince George's Community College will notify the ETS Chief if a Prince George's Community College student is barred from access at another base for disruptive behavior, if known, prior to registering that student for a Joint Base Andrews course.

(10) Fulfill its obligation under this MOU without reassigning any of its rights or obligations hereunder to an external party. The Institution will provide learning opportunities through academic programs of the highest quality and will not subcontract any portion of the work associated with academic programs under this MOU.

### **3. ADDITIONAL GUIDELINES**

#### **A. Both the Base and the Institution agree:**

(1) No commitment will be made on the specific number of military students, availability of tuition assistance, or the continuing number of students entitled to in-service VA educational benefits.

(2) Base access of non-DoD and non-base personnel is at the discretion of the base commander. Access once provided may be revoked at any time due to military necessity or conduct that violates base rules or policies.

(3) Active duty military students will be afforded registration and class placement priority. Additional class sections may be added to accommodate an overflow of military students. Paragraph 5.a (4) of the DoD Voluntary Education Partnership MOU will apply.

(4) Maximum class size will be 30, unless the base classrooms cannot accommodate that number. The desired average class size is 25; minimum class size will be 12. Classes with fewer than 12 may be cancelled at the discretion of the Institution, in coordination with the ETS Chief. Paragraph b (7) also applies.

(5) Institution representatives will not be allowed access to Air Force voluntary program education records without the written consent of the individual.

(6) Compliance with the DoD Joint Ethics Regulation is required if any Airman is considered for employment with the Institution. Questions regarding the applicability of the Joint Ethics Regulation will be referred to the base Staff Judge Advocate for determination.

(7) Neither the Air Force nor Prince George's Community College will have policies that discriminate against participants for reasons of race, religion, national origin, age, sex, or physical handicap (where the handicapped person is otherwise qualified).

(8) This MOU may be terminated by either party at any time with 180 days written notice to the other party; more than 180 days' notice is desirable since contractual agreements with faculty could obligate the Institution for the payment of salaries. MOU does not document nor provide for exchange of funds or manpower between parties nor does it make a commitment of funds or resources. In the event that war, natural disaster, or other matters beyond the control of the Base prevents compliance with the provisions of this MOU, this MOU may be suspended.

(9) In the event of termination of the Base's program(s) under this MOU, a mutual effort will be made to ensure a smooth transition during the teach-out phase. The Institution will immediately notify all concerned students and ETS Chief of the provisions and options that will be implemented to ensure a smooth transition to another program or degree completion, as appropriate. The teach-out transition will offer students the option of completing degree requirements without loss of credit. No new students will be enrolled into a program that has been identified for termination. Each student will be individually counseled and provided a personalized plan for completing remaining degree requirements.

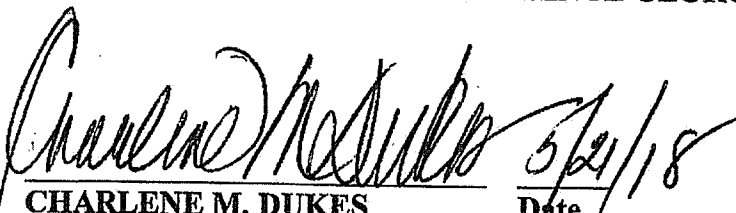
(10) The Institution will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of Air Force facilities, equipment, supplies, and services by the Institution, its officers, representatives, agents, employees, and non-DoD affiliated students. The Institution further agrees to defend, pay, or settle all claims arising out of the use of base facilities based upon the negligence, gross negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. Liability of the institution will be limited to that established under and allowed by the Maryland State Tort Claims Act. The Institution will hold the U.S. Government harmless from any claims arising out of acts or omissions of the Institution, its agents, representatives, officers, employees, and non-DoD affiliated students.

(11) This MOU, in conjunction with the DoD Voluntary Education Partnership MOU, and the Air Force Addendum for Education Services between Prince George's Community College and the U.S. Air Force, defines the entire relationship between the Air Force and the Institution and supersedes any previous verbal or written agreements of understanding. Failure on the part of any party to comply with the provisions of these MOUs may result in the termination of the Institution's programs on the base. No change or modification of this MOU shall be valid unless or until it is in writing and signed by both parties. Any disputes relating to this MOU will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19. This MOU is not transferable except with the written consent of the Parties. It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter. This MOU cancels/supersedes any previous MOU with Prince George's Community College.

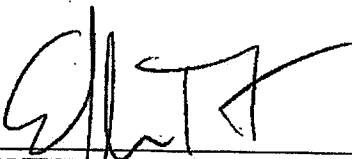
(12) Tuition charges by Prince George's Community College for academic programs are specified in Attachment 2. A minimum of 90-days' notice will be provided to ETS Chief prior to any intended changes to these rates by the institution. The institution will waive all computer laboratory fees if the Air Force provides a laboratory facility and equipment to support Prince George's Community College on-base instructional programs.

(13) This MOU expires five years from the date of signature, unless terminated, extended, or updated prior to that date in writing by the 11th Wing and the Institution. An annual review will be conducted by both parties to verify current accreditation status, update program offerings, and review program delivery data. Attachments referred to in this MOU are listed below and are considered integral sections of this MOU. This MOU cancels/supersedes any previous with Prince George's Community College. This MOU takes effect beginning on the day after the last Party signs.

**THE BOARD OF TRUSTEES OF PRINCE GEORGE'S COMM. COLLEGE**

  
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**CHARLENE M. DUKES**                      3/21/18  
Date  
President  
Prince George's Community College

**11th WING, THE UNITED STATES AIR FORCE**

  
\_\_\_\_\_  
**ERNEST J. TEICHERT III**  
**Brigadier General (Sel), USAF**  
Commander, 11th Wing  
Joint Base Andrews, Maryland

17 APR 18  
Date

- 4 Attachments:
1. DoD Partnership MOU Signature Page
  2. Degrees Offered
  3. Current Tuition Rate
  4. Tuition Refund Policy

## Attachment 1

### Prince George's Community College Degree Programs at Joint Base Andrews

Prince George's Community College may conduct the following degree programs on Joint Base Andrews as approved by the Chief, ETS.

#### **ASSOCIATE DEGREES:**

AA – General Studies      \*Includes CCAF requirements

AAS – Accounting

AS – Business Administration

AAS – Business Management

## Attachment 2

### Tuition and Fee Rates

#### Prince George's Community College 2017-2018 tuition rates (Subject to Change)

##### Credit Courses

##### Tuition

- County Residents \$107 per credit hour
- Maryland State Residents \$202 per credit hour
- Out of State Residents \$304 per credit hour

##### Fees

- Application Fee \$25
- Registration Fee \$25 per semester
- Instructional Service Fee \$48 per credit hour



## Attachment 3

### Tuition Refund Policy

All refunds will be calculated based on the number of calendar days (NOT class days) that have elapsed since a class began, including the first day of class. The refund deadline is not a specific date for all courses. Each section's refund will be according to its own starting date.

#### For courses longer than 5 weeks in length:

- Course dropped prior to start of class: 100%
- Course dropped on the 1<sup>st</sup> or 2<sup>nd</sup> calendar day before midnight: 100%
- Course dropped on the 3<sup>rd</sup> through 9<sup>th</sup> calendar day before midnight: 75%
- Course dropped on the 10<sup>th</sup> through the 14<sup>th</sup> calendar day before midnight: 50%
- Course dropped the 15<sup>th</sup> calendar day or later: no refund

#### For courses 5 weeks or shorter in length:

- Course dropped prior to start of class: 100%
- Course dropped on the 1<sup>st</sup> or 2<sup>nd</sup> calendar day before midnight: 100%
- Course dropped 3<sup>rd</sup> calendar day before midnight: 75%
- Course dropped the 4<sup>th</sup> calendar day or later: no refund

The effective date for calculation of a refund for a credit course shall be the date the application for withdrawal is submitted to Andrews Center Office or date the transaction is successfully completed through Owl Link (online).

#### **Attention:**

- No refund of the application, registration or late registration fees.
- One hundred percent (100%) refund if the class is canceled or rescheduled by the college.
- No refunds will be given after the deadlines listed in the refund schedule.
- Refunds of payments made by credit card will go back to the same credit card.
- All other refunds will be issued electronically according to the preference set by students when they activated the Prince George's Community College Owl Debit Card.
- No paper checks will be issued.

**Note:** The College reserves the right to make changes in the aforementioned schedule as required. Exchanging a course that is past its refund deadline for another course in effect constitutes a refund. This will not be done after the refund deadline except to correct placement in sequential courses.

#### **ADDENDA:**

- In all cases the count of days begins on the day the course actually begins, not the first day of the semester. Weekends and holidays are counted as any other day.
- The last day a student can drop a class with no grade is the same as the deadline for a 75% refund. After that time, grade of W will appear.
- Students who drop a class during the 75% or 50% period and then add another class will have a balance due of either 25% or 50% of the tuition and fees. There would not be an even exchange of courses once the 100% deadline has passed.
- There will a mechanism in place to provide even exchanges in the event of college error in course placement or in the event of a departmental recommendation for academic reasons.

Student dropping classes online have until 11:59 p.m. to complete the drop and have it apply to a particular date.

## Attachment 1

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- Course dropped on the 10<sup>th</sup> through the 14<sup>th</sup> calendar day before midnight: 50%
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- Course dropped the 4<sup>th</sup> calendar day or later: no refund

The effective date for calculation of a refund for a credit course shall be the date the application for withdrawal is submitted to Andrews Center Office or date the transaction is successfully completed through Owl Link (online).

#### **Attention:**

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