

## Memorandum of Understanding

### Carroll Community College – Westminster, Maryland McDaniel College – Westminster, Maryland

Effective spring semester, 2012, Carroll Community College and McDaniel College enter into a special understanding regarding Carroll students enrolling in McDaniel Music Ensemble (MUE) classes. These courses include, but are not limited to the following: Concert Band (1101), Concert Choir (1102), Saxophone Ensemble (1113), Clarinet Choir (1115), Brass Quintet (1116), Jazz Ensemble (1120), Percussion Ensemble (1121). These classes carry one credit hour and may be repeated for credit.

The terms of the exchange agreement are as follows:

- McDaniel and Carroll will each identify a campus liaison who will assist in providing the other college relevant course information including, tuition and fees, one semester prior to course offering, and will assist students with procedural questions. Students will obtain a letter from the home campus liaison indicating they are current students and eligible to participate in the program.
- Carroll will make available to its students, information about the scheduling of these courses and the arrangements by which students are to enroll in them.
- Carroll students will complete the McDaniel application at no cost and will register for the courses directly through the Registrar's Office at McDaniel.
- Carroll students will be billed directly by the Bursar's Office at McDaniel and payment will be made directly to McDaniel. The fee for each course will be identical with whatever the charge would be for the same one credit course were it offered at Carroll in county rates. Billing for these courses will be in addition to the policy of one course taken at the Carroll tuition rate.
- Staffing of the courses will be through McDaniel College, and faculty teaching these courses will be McDaniel College faculty, whether as continuing appointments or as adjunct faculty with semester appointments. Compensation will be provided by McDaniel, and Carroll will not provide additional compensation, whether Carroll student are or are not enrolled in them.
- On completion of the course, McDaniel will send official transcripts to Carroll. The McDaniel College transcript fee will be waived and students will not need to make a written request for McDaniel transcripts to be sent to Carroll. Carroll students will be provided with unofficial transcripts. Carroll will accept the McDaniel credit.
- The agreement may be terminated at any time by either party to the agreement.

This MOU may be terminated by either party at any time.

This MOU shall be interpreted and enforced according to the laws of the State of Maryland.

This MOU shall become effective when fully executed by both parties.

IN WITNESS WHEREOF, the parties have executed this MOU below:

**For Carroll Community College**

Name: James D. Ball

Title: Vice President for Academic Affairs

Signature: 

Date: 10/24/11

**For McDaniel College**

Name: Thomas M. Falkner

Title: Provost and Dean of Faculty

Signature: 

Date: 10/24/11