

MEMORANDUM OF UNDERSTANDING

Between

Le Moyne College
Syracuse, NY
And
Cazenovia College
Cazenovia, NY

This Memorandum of Understanding (MOU) is made this 10th day of March, 2017 by and between Le Moyne College and Cazenovia College.

1. **PURPOSE:** Both parties wish to enter into this understanding to provide extended academic opportunities to their respective students and faculty. It is understood that the purpose of the MOU is to attract qualified students into graduate studies in Arts Administration at Le Moyne College.

2. **OBJECTIVE AND SCOPE:** Cazenovia College and Le Moyne College seek to offer a Le Moyne College “*Accelerated Path Program*” to Cazenovia College students. This *Accelerated Path Program* is detailed in Section 4 below. By virtue of the program, Cazenovia students will have an opportunity to begin graduate course work at Le Moyne College while completing their final year of undergraduate study at Cazenovia College. Upon graduation from Cazenovia, *Accelerated Path* students in the Program may attend Le Moyne College and complete their master’s degree within one year of full-time study or choose to enter the workforce and complete their degree part-time.

3. **SPECIFIC RESPONSIBILITIES/AUTHORITY:**
 - A. Cazenovia College and Le Moyne College designate the person(s) set forth in Section 5 as their respective representatives to coordinate and manage the activities under this MOU. The representatives shall meet as needed to discuss the Program, changes to the Program, and any other topics of interest to either party.

 - B. Each party in this MOU retains full authority over and reserves the right to make changes in their respective courses, programs, and credential requirements. Each party shall publicize this MOU and Program mentioned herein in academic materials as appropriate and shall brief students as appropriate. Neither party shall use the name or trademark of the other party without the prior approval of the other party.

 - C. Le Moyne College shall (in its discretion) establish admission criteria, review applications and communicate acceptance to the Program. Details regarding this process are set forth below.

 - D. Le Moyne College shall establish tuition rates in accordance with the parameters set forth below. Le Moyne College shall collect and retain any tuition remitted for the Program.

4. PROGRAM DETAILS, ADMISSION AND TUITION:

A. General

Le Moyne College is interested in accepting students from undergraduate programs in any major at Cazenovia College into the *Accelerated Path Program* for the Master of Science in Arts Administration (MS AAD) (See Appendix 2 for “Program of Study” details). Cazenovia students pre-approved for admission to this Program begin their graduate courses after completion of junior year classes at Cazenovia. This will enable them to complete the master’s degree within one year of graduation from Cazenovia College. The following timetable details the degree progress for these students:

Timeline									
By March 1st of Junior Year at Cazenovia College	Complete the application process for admission to the Master of Science in Arts Administration Degree Program at Le Moyne College (M.S.). <i>The M.S. in Arts Administration Program is open to any and all undergraduate majors.</i> Notification of pre-approved admission will be made on a rolling basis. Final admission to the M.S. program will be conditional on completion of the undergraduate program evidenced by a final official sealed transcript from Cazenovia College.								
During Junior & Senior Year at Cazenovia College	During their undergraduate studies at Cazenovia College, students will fulfill the undergraduate equivalents for one foundation course and one practicum course for the M.S. in Arts Administration Program: “Survey of Arts Administration” (AAD 501) and “Arts Administration On-Campus Practicum” (AAD 590). Minimally, to waive one graduate course requires the student to take two undergraduate courses (6 Cr Hours) and achieve a grade of “B” or better in each course. The chart below provides a comparison of equivalent Cazenovia College undergraduate courses and the respective Le Moyne College graduate foundation and practicum course. <div style="text-align: center; border: 1px solid black; margin: 10px auto; width: 80%;"> <table border="1"> <thead> <tr> <th colspan="2">M.S. in Arts Administration Graduate Courses & Undergraduate Course Equivalents</th> </tr> <tr> <th>Graduate Course</th> <th>Undergraduate Equivalent</th> </tr> </thead> <tbody> <tr> <td>AAD 501</td> <td>BU 215 and FA 405 (6 Cr Hours)</td> </tr> <tr> <td>AAD 590</td> <td>Two semesters of SA 381/481 (6 Cr Hours)</td> </tr> </tbody> </table> </div>	M.S. in Arts Administration Graduate Courses & Undergraduate Course Equivalents		Graduate Course	Undergraduate Equivalent	AAD 501	BU 215 and FA 405 (6 Cr Hours)	AAD 590	Two semesters of SA 381/481 (6 Cr Hours)
M.S. in Arts Administration Graduate Courses & Undergraduate Course Equivalents									
Graduate Course	Undergraduate Equivalent								
AAD 501	BU 215 and FA 405 (6 Cr Hours)								
AAD 590	Two semesters of SA 381/481 (6 Cr Hours)								
Fall & Spring of Senior Year at Cazenovia College. Students may take up to two courses at Le Moyne College.	Enroll in HRM 601 (3 CH) and/or MGT 601 (3 CH)¹. Students may take up to one course per semester at Le Moyne College. The tuition charge for these courses will be at the prevailing Le Moyne College non-matriculated undergraduate tuition rate. The plan is developed in this manner to minimize the financial burden while the student is still enrolled in their undergraduate program.								
Summer Following Cazenovia Graduation	Students must provide an official degree bearing transcript to the Le Moyne College Office of Graduate Admission. After receipt of the transcript, and assuming that the student is in good academic standing, then he/she will be officially admitted to the Le Moyne College MS AAD program.								
Graduate School at Le Moyne College	The remainder of the MS AAD Program can be completed within one year (fall, J-mester, spring, Maymester & summer terms) if the student is full time. If preferable, the student may complete the program part time. The student must matriculate into the Le Moyne MS AAD program in the summer following graduation from their undergraduate degree program at Cazenovia College.								

¹ Each of these courses taken at the graduate level can fulfill a Cazenovia College undergraduate free elective in the student’s major. A grade of “B” or better is required to be achieved in both graduate courses.

Enrolling in graduate-level courses prior to the receipt of an undergraduate degree:
Students enroll as non-matriculated undergraduate students through the Le Moyne College Office of Continuing Education. Upon completion of the student's bachelor's degree at Cazenovia College, the graduate credits will be transferred into the graduate program at Le Moyne College. Loans from government agencies intended for undergraduate education may not be used to fund these courses.

B. Admission Process

An “*Accelerated Path*” applicant does not need to provide GRE test scores and the application fee (currently \$50) will be waived. However, an application for admission must be completed. The application for admission includes an application form, a resume, two professional letters of recommendation, a personal statement and an advising meeting with the MS AAD Program Director. Applicants must have a GPA of 2.8 or higher at Cazenovia College to be admitted to the “*Accelerated Path*”. Notification of **pre-approved admission** will be made on a rolling basis. Final admission to the M.S. program will be **conditional** on completion of the undergraduate program evidenced by a final official sealed transcript from Cazenovia College.

C. Tuition

The M.S. in Arts Administration is a 36-credit hour program. There are three distinct student phases of the *Accelerated Path Program* and each phase, in fulfillment of the program's credit hour requirement, has a different financial structure (See 2016-17 Financial Tuition Benefit Summary in Appendix 1):

- 1. Matriculated undergraduate student at Cazenovia College (junior and senior year at Cazenovia College):** during this phase the student takes 12 undergraduate equivalent credit hours at Cazenovia College for the waiver of two graduate courses required by the MS AAD curriculum. The undergraduate courses are charged by and paid to Cazenovia College as part of the student's regular undergraduate degree program.
- 2. Non-matriculated graduate student at Le Moyne College (Fall & Spring of senior year):** during this phase the student enrolls in HRM 601 and/or MGT 601 and takes up to 6 graduate credit hours at Le Moyne College. The graduate courses are charged by and paid to Le Moyne College at the prevailing Le Moyne College non-matriculated undergraduate tuition rate. Cazenovia College students who chose not to take Le Moyne College courses during their senior year will be required to take HRM 601 and MGT 601 as matriculated graduate students at Le Moyne College. Students will pay the prevailing Le Moyne College Graduate Arts Administration Program rates for the remaining 30 credits.
- 3. Matriculated graduate student at Le Moyne College:** the student pays regular tuition rates for graduate school at prevailing Le Moyne College Graduate Arts Administration Program rates for the remaining 24 to 27 credit hours.

Each institution agrees that Cazenovia College student(s) enrolled at Le Moyne College under this MOU will be subject to all Le Moyne College rules and policies governing the degree award, including maintenance of satisfactory performance, and completion of the

remaining credit hours inherent to the student's graduate degree program, and student code of conduct (See Appendix 2 for degree requirements).

5. **COORDINATION CONTACTS:** The following persons will serve as points of contact at Le Moyne College and at Cazenovia College, and will communicate mainly by email and phone:

Le Moyne College Primary Point of Contact:

Mary Collins, Ph.D., CPA
Associate Provost
Le Moyne College
1419 Salt Springs Road
Syracuse, New York 13214
Phone (315) 445-4791
collinsm@lemoyne.edu

Cazenovia College Point of Contact:

Sharon Dettmer, Ph.D.
Vice President for Academic Affairs
Cazenovia College
22 Sullivan St.
Cazenovia, NY 13035
Phone (315) 655-7117
sdettmer@cazenovia.edu

6. **RESOURCES:**

A. **Funding**

No funding will change hands as part of this MOU.

B. **Personnel Support**

Cazenovia College will assign the representative listed above to coordinate this MOU. Le Moyne College may assign as many persons as needed in addition to the representative listed in order to provide guidance to interested students.

C. **Other Support**

Occasional events at Cazenovia College may require the use of Cazenovia College conference rooms and projection equipment.

7. **EFFECTIVE DATE AND TERMINATION:** This MOU will be effective from the date of signing and will have a duration of **five years**. Upon expiration of the five years, the MOU will be subject to renewal upon written consent of both parties. Additions and changes to this MOU may be made at any time with the written agreement of both Le Moyne College and Cazenovia College. Students enrolled in the Program who maintain continuous registration will not be affected by any

changes in the provisions of the MOU. Either party may withdraw from this MOU upon 90 days written notice to the other institution. Termination must be from the approving officials of each institution. Except to the extent required by (i) law or the Middle States Commission, or (ii) necessary to ensure the safety and wellbeing of participating students, termination of this MOU shall not affect students already accepted to the Program under the terms of this MOU, who shall be allowed to complete the Program under the terms outlined herein.

8. MISCELLANEOUS:

A. Independent Contractors

Le Moyne College and Cazenovia College shall be independent contractors and not partners, joint venturers, principal and agent, or any other similar relationship. Neither institution shall have, nor hold itself out as having, the power or authority to bind or create liability for the other by its negligent or intentional act or omission.

B. Confidentiality

The institutions may exchange information that could be confidential and not (a) generally known to the public, (b) already known, through legal means, to the party receiving the information, or (c) legally obtained from a third party. Each institution agrees to use the other's confidential information solely for the purpose contemplated by this MOU and not to disclose such confidential information to any person or entity other than as necessary for such purposes.

C. FERPA

In the course of dealings between the parties, and in accordance with the Gramm-Leach Bliley Act (and the Federal Trade Commission's implementing regulations) and the Family Education Rights and Privacy Act of 1974, each party represents, warrants and covenants that it is capable of maintaining appropriate safeguards for non-public personal financial information, student education records, and other protected information ("Protected Information") relating to students to which all parties involved in this Agreement will be provided access to by the College. Protected Information shall be held in confidence and may only be used/accessed for the purposes set out in this Agreement. Each party will safeguard such Protected Information in accordance with generally accepted commercial standards and no less rigorously than it protects its own confidential information.

D. Indemnity

Each institution shall defend with competent counsel, indemnify and hold harmless the other institution and the other institution's trustees, officers, directors, employees, agents and representatives from and against all claims, demands, actions, suits and proceedings (whether civil, criminal or administrative), and all liability, loss, expense (including reasonable attorneys' fees), costs or damages, which are proximately caused by (i) such institution's breach of its obligations under this MOU, or (ii) the intentional or negligent act

or omission of such institution or any of its trustees, officers, directors, employees, agents, representatives or contractors.

E. Insurance

Each institution shall procure and maintain insurance as it may deem necessary with respect to this MOU, including without limitation any insurance reasonably necessary to cover any contractual liability.

F. Execution

This MOU sets forth the entire agreement between the parties regarding the subject matter herein. The MOU may be executed in two or more counterparts, each of which shall be an original but all of which shall constitute one and the same instrument. The Parties agree to accept electronic, .pdf and facsimile signatures as original signatures. No waiver shall be effective unless in writing, signed by the waiving party. This MOU may be amended only by written instrument signed by both institutions.

G. Assignment

This MOU may not be assigned by either institution without the prior written consent of the other institution, and any purported assignment without such consent shall be void.

****[Signature page to follow]****

9. **APPROVAL:** All parties identified below agree to the provisions and terms of this MOU.

APPROVED:

Cazenovia College

Name: Sharon D Dettmer, Ph.D.

Title: Vice-President of Academic Affairs

Signature: _____

Date: 4/3/2017_____

Le Moyne College

Name: Joseph G. Marina, S.J., Ph.D.

Title: Provost and Vice President for Academic Affairs

Signature: _____

Date: 3/10/2017_____

Appendix 1
Financial Tuition Benefit Summary
(Based On 2016-17 Tuition Rates for a 36 Credit Hour Program)

The tuition rate comparison (exclusive of fees) is based on Le Moyne College 2016-17 tuition rates: the graduate non-matriculated tuition rate for a Madden School of Business MBA course is \$797 per credit hour, the graduate tuition rate for the M.S. in Arts Administration Program is \$700 per credit hour and the non-matriculated undergraduate tuition rate is \$672 per credit hour.

Timeline	"Accelerated Path" Student Status	Tuition Comparison (36 Cr. Hours)	
		Cazenovia "Accelerated Path" ¹	Traditional M.S. Path
By March 1 st of Junior Year at Cazenovia College	Applicant	Application Fee Waived	\$50 Application Fee
During Junior & Senior Year at Cazenovia College (Minimum 12 Undergraduate Cr Hours For Waiver of 6 Graduate Cr Hours)	Matriculated Undergraduate (Cazenovia College) & Non-Matriculated Graduate (Le Moyne College)	6 Graduate Credit Hours Waived	\$4,200 (\$700 x 6)
Fall & Spring of Senior Year (6 Cr Hours)		\$4,032 (\$672 x 6)	
Remaining Cost of Program (24 Cr Hours)	Graduate Student	\$16,800 (\$700 x 24)	\$21,000 (\$700 x 30)
Total Tuition Expense		\$20,832	\$25,250
¹ The tuition comparison assumes student enrolls in 6 graduate credits at Le Moyne College during their senior year. Total tuition expense for students who do not choose to enroll in graduate courses at Le Moyne College during their senior year would be \$21,000 (an additional \$168 in tuition).			

Appendix 2
Master of Science in Arts Administration
Program of Study

Le Moyne College Contact: Travis Newton, Program Director, 213 W. Carroll Coyne Center for the Performing Arts, 315-445-4201, newtontm@lemoyne.edu

Website: <http://www.lemoyne.edu/Apply/Graduate-Professional-Admission/Arts-Administration>

Cazenovia College Contact: Anita Welych, Program Director, 22 Sullivan Street, Cazenovia College, Cazenovia, NY 13035, 315-655-7111, awelych@cazenovia.edu

Overview:

Le Moyne College's new Graduate Program in Arts Administration offer an opportunity to study and apply management concepts in an arts environment - in short, Making Art Work.

While participating in this new, interdisciplinary program, you will study marketing and fundraising, learn to collaborate with a board of directors, understand how to interpret financial documents, and gain perspective on managing a creative workforce, all of which will benefit you as you pursue or continue a career in the visual and performing arts.

Theoretical knowledge will be applied through a capstone consulting project with our partner cultural organizations, and a global perspective will be woven throughout the coursework.

Learning Goals:

1. Students will develop a comprehensive framework for work in the arts administration field and the current economic, political, social and legal contexts in which arts organizations operate (including domestic and international perspectives).
2. Students will develop an awareness of, and an analytic framework for, the articulation and implementation of the practical aspects of arts administration, including marketing and public relations, governance, financial management, and fundraising.
3. Students will gain perspective on the for-profit business world through coursework in human resources, organizational dynamics, and/or statistics.
4. Students will apply knowledge gained through coursework via multiple practicum and capstone opportunities.

Curriculum:

Courses	Anticipated Offering <i>(subject to revision)</i>
Foundation Courses (15 credits)*	
<i>AAD 501 - Survey of Arts Administration (3)</i>	<i>Waived, contingent on completion of BU 215 and FA 405 at Cazenovia College</i>
AAD 502 - Marketing and Public Relations Strategies (3)	Summer following Senior Year (online)
AAD 503 - Governance and Board Development in the Arts (3)	Spring of Graduate Study Year (on campus)
AAD 504 - Financial Management in the Arts (3)	Spring of Graduate Study Year (online)
AAD 505 - Developing Capital in the Arts (3)	Fall of Graduate Study Year
Business Courses (choose 6 credits)	
HRM 601 - Human Resource Management (3)	Fall of Senior Year
MGT 601 - Organizational Dynamics (3)	Spring of Senior Year
Electives (choose 6 credits)	
AAD 601 - Globalization of the Arts (3)	Summer of Graduate Study Year (online, plus travel abroad)
AAD 602 - Engaging the Community through the Arts (3)	Fall of Graduate Study Year
AAD 603 - The Art Museum Today (3)	Summer of Graduate Study Year (online)
Practicum/Capstone (9 credits)	
<i>AAD 590 - Arts Administration On-Campus Practicum (3)</i>	<i>Waived, contingent on completion of two semesters of SA 381/481 (6 Cr Hours) at Cazenovia College</i>
AAD 690 - Arts Administration Consulting Practicum (3)	Fall or Spring of Graduate Study Year (on campus)
AAD 701 - Arts Administration Seminar (Capstone) (3)	Spring of Graduate Study Year (on campus)