

**MEMORANDUM OF AGREEMENT  
BETWEEN  
MORGAN STATE UNIVERSITY AND  
LAUREL COLLEGE CENTER**

**PREAMBLE**

Morgan State University, an agency and instrumentality of the state of Maryland, located at 1700 East Cold Spring Lane, Baltimore, Maryland, 21251, hereinafter referred to as "Morgan" and the Laurel College Center, which has as its principal mailing address, 312 Marshall Avenue, Suite 205 Laurel, Maryland, 20707, and hereinafter referred to as the "Center" have identified mutually beneficial objectives in cooperating in the delivery of instructional services.

The Center is a Maryland Regional Higher Education Center that provides quality learning experiences for students that lead to associate degrees, workforce development, and/ or personal enrichment. Morgan is Maryland's preeminent public urban research university that provides quality learning experiences for students that lead to bachelors, masters, and doctoral degrees. Morgan and the Center recognize the need and importance of facilitating the transfer to Morgan of students earning associate degrees at Prince George's Community College and at Howard Community College and/ or students enrolled in courses at the Center in order that the students are able to earn bachelor's degrees.

The primary purpose of this Memorandum of Agreement (AGREEMENT) between Morgan and the Center is to provide opportunities for students who are matriculating at Prince George's Community College and at Howard Community College and who are completing associate degrees to earn bachelor's degrees in select majors from Morgan by enrolling in upper division classes, including but not limited to, those leading to a Bachelor of Science degree in Mechatronics Engineering, a Bachelor of Science degree in Electrical Engineering or a Bachelor of Arts degree in Psychology while continuing to attend classes at the Center.

**WHEREAS**, the Center was established pursuant to the Annotated Code of Maryland, Education Article, Section 10-212;

**WHEREAS**, the Center's founding partners are Prince George's Community College and Howard Community College and is staffed by persons employed by Prince George's Community College and Howard Community College;

**WHEREAS**, a majority, but not all, of the students pursuing associate degrees by attending classes at the Center are matriculating at either Prince George's Community College or at Howard Community College;

**WHEREAS**, the Maryland Higher Education Commission has led a statewide effort on removing barriers to a seamless educational experience for Maryland's citizens and to facilitate a smooth transition from public schools and private career schools to undergraduate collegiate study to graduate schools by establishing the Student Transfer Advisory Committee, developing a Policy for Articulation and Transfer of Credits between Degree-granting Institutions and Maryland Secondary Schools and Non-Degree-granting Institutions, publishing the Student Guide to Transfer Among Maryland Colleges and Universities, and by supporting ARTSYS and/or QUOTTLY, an electronic data information system which allows students and advisors to determine the transferability of courses;

**WHEREAS**, Morgan convened an Obstacles to Degree Completion Task Force and among the Task Force's thirteen recommendations in the final report was the call to Enhance Transfer Policies and Procedures; and

**WHEREAS**, Morgan and the Center have a mutual interest in collaborating on initiatives to facilitate baccalaureate degree completion for students who are pursuing courses and/or associate degrees at Prince George's Community College, Howard Community College, or at the Center; and

**NOW, THEREFORE**, in support of the educational programming goals and priorities of this collaboration, Morgan and the Center do hereby agree to enter into this AGREEMENT according to the terms and conditions set forth in the following articles.

## **ARTICLE 1      MORGAN'S RESPONSIBILITIES**

### **1.1      Select Baccalaureate Degrees Offered by Morgan**

- A. Morgan agrees to collaborate with the Center to permit upper division courses leading to select baccalaureate degrees offered by Morgan to be taught at the Center by Morgan faculty members.
- B. Morgan agrees to offer upper divisional credit programming at the Center that will be staffed by Morgan's faculty and advisors and that leads to degrees, including but not limited to, a Bachelor of Science degree in Mechatronics Engineering, a Bachelor of Science degree in Electrical Engineering and a Bachelor of Arts degree in Psychology.
- C. Subject to institutional capacity, resources and student demand, Morgan may agree to offer additional upper division credit programming at the Center that leads to baccalaureate degrees in other majors.
- D. For the Bachelor of Science degree in Mechatronics Engineering, the Bachelor of Science degree in Electrical Engineering, the Bachelor of Arts degree in Psychology, and for any other bachelor's degree that Morgan and the Center agree will be offered at the Center, Morgan agrees to provide

the complete plan of study for the courses and/or credit required to earn the bachelor's degree from Morgan in that major.

1.2 Transfer Articulation

- A. In accordance with Morgan State University's Transfer Policy, Morgan agrees to apply all articulated credits from Howard Community College and Prince George's Community College to the major and general education requirements such that a student who completes remaining degree requirements with a satisfactory grade and/or appropriate grade point average may complete a bachelor's degree at Morgan within two years (four semesters).
- B. Morgan will confirm the acceptance of the associate degree credits from Prince George's Community College and Howard Community College towards the Bachelor of Science in Mechatronics Engineering degree, the Bachelor of Science in Electrical Engineering degree, the Bachelor of Arts in Psychology degree, and for any other bachelor's degree that Morgan and the Center agree will be offered at the Center, including all general education courses as designated in crosswalks between Prince George's Community College and Howard Community College and Morgan. No additional general education course should be required of students who transfer to Morgan under the terms of this AGREEMENT.
- C. All articulated credits shall be reflected in the course crosswalk developed between Prince George's Community College, Howard Community College, and Morgan and are expressly incorporated by reference in this AGREEMENT.
- D. Students who are eligible to participate in programs covered by this AGREEMENT must, prior to enrolling in upper division courses offered by Morgan in Mechatronics Engineering, Electrical Engineering, Psychology, or any other Morgan baccalaureate program offered at the Center must complete an Associate Degree from the community college in which they are currently matriculating.
- E. Morgan agrees that any and all baccalaureate degree programs including but not necessarily limited to Mechatronics Engineering, Electrical Engineering and Psychology, shall have met all appropriate provisions as outlined in Morgan's Board of Regents Policies, particularly, Morgan State University's Transfer Policy, and all applicable statutes, regulations and guidelines as prescribed by the Maryland Higher Education Commission (MHEC).

1.3 Application Processes, Tuition & Fees

- A. Students who are pursuing associate degrees at Prince George's Community College, at Howard Community College, or students who are attending classes at the Center and who are interested in earning the Bachelor of Science in Mechatronics Engineering, the Bachelor of Science in Electrical Engineering or the Bachelor of Arts in Psychology or any other bachelor's degree that may be offered by Morgan at the Center shall apply directly to Morgan at

<https://www.morgan.edu/applynow> for admission to Morgan and to the selected degree program(s). Prospective applicants should visit <https://www.morgan.edu/office-of-undergraduate-admission-and-recruitment/how-to-apply/transfer-applicants/laurel-college-center> for additional information about admission into Morgan's programs at the Center. Once admitted to Morgan, students shall register for upper division courses in Mechatronics Engineering, Electrical Engineering, Psychology, or other bachelor's degree program(s) that may be offered by Morgan at the Center in accordance with the policies, procedures, and schedule of classes established by Office of the Registrar at Morgan.

- B. Students at the Center may also register online for Morgan's upper division courses at the Center in accordance with the policies, procedures, and schedule of classes established by Office of Records and Registration at Morgan.
- C. Once admitted to Morgan, students are responsible for paying all tuition and fees directly to Morgan subject to the Tuition & Fees Schedule published on Morgan's website for the semester that the student is enrolled in classes offered by Morgan in accordance with the policies, procedures and schedule of payments established by the Office of the Bursar at Morgan.
- D. Nothing in this AGREEMENT is meant to be construed as prohibiting students pursuing bachelor's degrees from Morgan at the Center from being eligible for scholarships, grants, loans, nor any other form of financial aid to which all other Morgan students might qualify; however, students must complete any and all necessary applications, forms, or documents that all other Morgan students must complete for any scholarships, grants, loans, or other form of financial aid.
- E. Nothing in this AGREEMENT is meant to be construed as prohibiting the establishment of special scholarships, grants, loans, or other forms of financial aid designed to the goals of this AGREEMENT.

#### 1.4 Morgan Student Support Services

- A. Once admitted to Morgan and upon securing a Morgan student identification card, the BEARcard, students pursuing Morgan baccalaureate degrees by enrolling in upper division courses at the Center will have all of the privileges afforded to all other Morgan students including appropriate use of Morgan's facilities, educational and learning resources, social and cultural events, and all available student support services.
- B. Students pursuing Morgan baccalaureate degrees by enrolling in upper division courses at the Center will have access from any internet browser to Morgan's Inter-Library Loan Internet Accessible Database (ILLIAD) a web-based interface that allow access to the Morgan library interlibrary loan service.
- C. Morgan will provide the equipment, instruments, and/or software sufficient to support the delivery of quality laboratory, clinical, or experimental instructional experiences equivalent to those afforded to all other Morgan students majoring in Mechatronics Engineering, Electrical Engineering, Psychology, or other

- bachelor's degree program(s) that may be offered by Morgan at the Center.
- D. Morgan will provide access to Morgan's bookstore services for students enrolled in upper division courses offered by Morgan at the Center. Morgan's bookstore is available in person or online. Morgan participates in the First Day® Complete program, in which course textbooks are rented to students, with the cost of the rental fees added to their tuition bill.
  - E. Morgan shall be responsible for hiring the faculty to teach Morgan's upper division courses offered at the Center, and those individuals shall at all times be employees of Morgan.
  - F. Morgan will provide appropriate professional staff from Morgan to conduct on-site and/or virtual registration, academic advising, and business office services according to a published schedule of such services for students who are pursuing baccalaureate degrees at Morgan by enrolling in upper division courses at the Center.
  - G. Morgan shall provide a master schedule of classes that is accessible by all Morgan students, faculty, and staff by April 1 and November 1 for the upcoming academic semesters for the purposes of scheduling and marketing the upper division courses offered at the Center.
  - H. Morgan, at its sole discretion, will provide public relations outreach, marketing resources, and recruitment efforts necessary to promote the purpose and goals of this AGREEMENT.
  - I. Morgan shall retain at all times the ultimate authority over all admission and subsequent academic decisions respective to its institution.

## **ARTICLE 2      CENTER'S RESPONSIBILITIES**

- 2.1 The Center agrees to collaborate with Morgan to permit upper division courses leading to select baccalaureate degrees offered by Morgan to be taught at the Center by Morgan faculty members.
- 2.2 The Center will not enter into an agreement with another post-secondary institution to offer a bachelor's degree in Mechatronics Engineering, Electrical Engineering, Psychology or other bachelor's degree programs that duplicate those offered by Morgan at the Center without providing an opportunity for Morgan to discuss and resolve any programming and/ or scheduling issues with appropriate administrative personnel at the Center.
- 2.3 The Center will provide access to students enrolled in upper division courses offered by Morgan at the Center to the colleges' library and library services, including internet access through the open computer laboratories.
- 2.4 The Center will provide advising services for its respective students through Prince George's Community College's and Howard Community College's Student Services Division about the availability of degree programs at the Center; how students can gain maximum transferability of credit to Mechatronics Engineering, Electrical Engineering, Psychology, and other bachelor's degree programs

- that may be offered by Morgan at the Center; and how to contact Morgan for admissions and/or course registration.
- 2.5 The Center will promote Morgan's Bachelor of Science degree in Mechatronics Engineering, Bachelor of Science degree in Electrical Engineering, Bachelor of Arts degree in Psychology, and any other bachelor's degree programs that may be offered by Morgan to students through the Center with regular marketing conducted by the Center, Prince George's Community College, and Howard Community College as is financially feasible.
- 2.6 The Center shall have sole responsibility for the safety and security of the students enrolled in Morgan's upper division courses at the Center; and the Center shall have sole responsibility for housekeeping for classrooms, laboratories, and other instructional and/or office space located at 312 Marshall Avenue, Suite 205 Laurel, Maryland, 20707.

### **ARTICLE 3 MORGAN and the CENTER'S MUTUAL COOPERATION**

- 3.1 Subject to the availability of office space, the Center shall provide free of charge appropriate space for Morgan's faculty and/or staff at the Center to conduct admissions, advising, registration, instruction or tutoring. The Parties shall execute the License Agreement Between Morgan State University and Laurel College Center, which is incorporated by reference and attached hereto as "Addendum A", for use of the classrooms and computer labs at the Center.
- 3.2 Morgan and the Center agree to provide appropriate training for their respective professional staff in order to facilitate the accurate and timely admission, advising, and enrollment of students pursuing upper division courses at the Center leading to bachelor's degrees from Morgan.
- 3.3 The Center and Morgan shall each designate a liaison in order to facilitate the purpose and goals of this AGREEMENT and to facilitate communication to appropriate personnel in their respective institutions about this AGREEMENT including, but not limited to, the admission and advising staff, transfer coordinators, and appropriate faculty and deans.
- 3.4 Morgan's and the Center's liaisons shall meet as necessary but no less than a minimum of twice in the fall and twice in the spring semesters in order to:
- review and evaluate the progress of the collaboration;
  - review data and develop reports on the progress of the collaboration as may be required by Center's Policy and Coordinating Council or other state and institutional assemblies;
  - address student needs and challenges; and,
  - address disputes that may arise between and/or among students and faculty or that may arise between or among the institutions regarding aspect of this AGREEMENT.

- 3.5 The liaisons responsible for obligations pursuant to §§ 3.2, 3.3, and 3.4 of this AGREEMENT are:

**For MORGAN:**

Carl White, Ph.D.  
Special Advisor for Strategic Enrollment Partnerships  
Tyler Hall 305  
Morgan State University  
1700 E. Cold Spring Lane Baltimore, MD 21251  
Ph: (443) 885-3126  
carl.white@morgan.edu

**For the CENTER:**

Director, Laurel College Center  
The Laurel College Center  
312 Marshall Avenue, Suite 205  
Laurel, MD 20707  
Ph: (443) 518-4500

- 3.6 As Morgan students, students enrolled in Morgan's upper division courses at the Center are subject to Morgan's student conduct, academic policies and procedures published in Morgan's current undergraduate catalog and, for matters specifically related to its degree programs, as published by its respective departments.
- 3.7 Morgan, Howard Community College and Prince George's Community College each retain at all times the ultimate authority over all admission and subsequent academic decisions respective to its institution.

**ARTICLE 4. PRINCE GEORGE'S COMMUNITY COLLEGE'S RESPONSIBILITIES**

- 4.1 Prince George's Community College, along with Howard Community College, will be the sole providers of lower division courses at the Center.
- 4.2 Prince George's Community College will provide access to students enrolled in upper division courses offered by Morgan at the Center to the college's library and library services, including Internet access through the open computer laboratories.
- 4.3 Prince George's Community College will provide advising services for its respective students through Prince George's Community College's Student Services Division about: the availability of degree programs at the Center; how students can gain maximum transferability of credit to Mechatronics Engineering, Electrical Engineering, Psychology, and other bachelor's degree

- programs that maybe offered by Morgan at the Center; and how to contact Morgan for admissions and/or course registration.
- 4.4 Prince George's Community College will promote Morgan's Bachelor of Science degrees in Mechatronics Engineering and Electrical Engineering, and Bachelor of Arts degree in Psychology, and any other bachelor's degree programs that may be offered by Morgan being offered to students through the Center with regular marketing conducted by the Center, Prince George's Community College, and Howard Community College as is financially feasible.

## **ARTICLE 5 HOWARD COMMUNITY COLLEGE'S RESPONSIBILITIES**

- 5.1 Howard Community College, along with Prince George's Community College, will be the sole providers of lower division courses at the Center.
- 5.2 Howard Community College will provide access to students enrolled in upper division courses offered by Morgan at the Center to the college's library and library services, including internet access through the open computer laboratories.
- 5.3 Howard Community College will provide advising services for its respective students through Howard Community College's Student Services Division about: the availability of degree programs at the Center; how students can gain maximum transferability of credit to Mechatronics Engineering, Electrical Engineering, Psychology, and other bachelor's degree programs that may be offered by Morgan at the Center; and how to contact Morgan for admissions and/or course registration.
- 5.4 Howard Community College will promote Morgan's Bachelor of Science degrees in Mechatronics Engineering and Electrical Engineering, and Bachelor of Arts degree in Psychology, and any other bachelor's degree programs that may be offered by Morgan being offered to students through the Center with regular marketing conducted by the Center, Prince George's Community College, and Howard Community College as is financially feasible.

## **ARTICLE 6 CONTEXT and GENERAL TENETS**

- 6.1 Morgan represents and warrants that it is an agency and instrumentality of the State of Maryland, acting in its higher education capacity, and has the legal capacity to enter into this AGREEMENT. Nothing in the terms of this AGREEMENT shall abrogate the responsibilities assigned to Morgan under applicable state and federal laws and regulations, or the policies of Morgan's Board of Regents for the development of curricula, the assessment of student learning, the transfer of students, nor the award of academic degrees.



- 6.2 The Center represents and warrants that it is established by the State of Maryland through the Annotated Code of Maryland, Education Article, Sections 10-212 and 16- 202, and has the legal capacity to enter into this AGREEMENT.
- 6.3 Howard Community College represents and warrants that it is an agency and instrumentality of the State of Maryland, acting in its higher education capacity, and has the legal capacity to enter into this AGREEMENT.
- 6.4 Prince George's Community College represents and warrants that it is an agency and instrumentality of the State of Maryland, acting in its higher education capacity, and has the legal capacity to enter into this AGREEMENT.
- 6.5 Notwithstanding any other provision of this AGREEMENT, all information relating to student educational records shall be treated in accordance with all applicable laws, including but not limited to, all state and federal laws regarding confidentiality and that otherwise might impact this AGREEMENT, including the Family Education Rights and Privacy Act (FERPA)(20 U.S.C. § 1232g; 34 CFR Part 99) and the Health Insurance Portability and Accountability Act (HIPAA)( Pub.L. 104-191).
- 6.6 Nothing in the terms of this AGREEMENT shall abrogate the responsibilities assigned to the Center by its founding partners, Prince George's Community College and Howard Community College, nor abrogate the Center's responsibilities as a Maryland Regional Higher Education Center.
- 6.7 Nothing in this AGREEMENT shall be deemed or implied to create a joint venture or partnership of any kind among Morgan, Prince George's Community College, Howard Community College, or the Center. Neither Morgan, Prince George's Community College, Howard Community College, nor the Center shall have the right to contract on behalf of or bind the other party or make any commitment, representation or warranty for or on behalf of the other party.
- 6.8 This AGREEMENT shall commence on June 28, 2022 and remain in effect until June 27, 2027, unless extended or terminated earlier pursuant to the terms of this AGREEMENT. This AGREEMENT may only be amended or extended upon written agreement by the parties.
- 6.9 Either Morgan or the Center may initiate the termination of this AGREEMENT by providing sixty (60) days written notice to the other party. If this AGREEMENT is terminated, all students identified on or before the effective date of termination will be able to complete their studies in accordance with the terms of this AGREEMENT that are relevant to their specific circumstances.
- 6.10 The AGREEMENT will be governed by the laws of the State of Maryland.
- 6.11 Neither Morgan, the Center, Prince George's Community College, nor Howard Community College shall use any identifying marks of the other without the express written permission of the other party.
- 6.12 Morgan, the Center, Prince George's Community College, and Howard Community College subscribe to a policy of equal opportunity and shall not discriminate on the basis of age, race, gender identity or expression, religion, national origin, marital status, sex or sexual orientation, veteran status or physical or mental disability.
- 6.13 If any section or provision of this AGREEMENT is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision

shall be deemed severed and the validity of the remainder of this AGREEMENT shall not be affected thereby.

- 6.14 This AGREEMENT, including Addendum A, contains the entire agreement between the parties and shall not be modified, amended, or supplemented, or any rights herein waived, unless such amendment or modification to this AGREEMENT (i) is in writing; (ii) refers to this AGREEMENT; and (iii) is executed by an authorized representative of each party. This AGREEMENT supersedes any and all previous agreements, whether written or oral between the parties.
- 6.15 In the event that the parties collaborate in the development of intellectual property, including but not limited to, licenses, patents, and inventions, the ownership rights to the intellectual property shall be defined in writing by a separate agreement to be executed by the appropriate administrative officials at Morgan, the Center, Prince George's Community College, and Howard Community College.
- 6.16 All notices under this Agreement must be in writing and sent by certified mail, postage prepaid, return receipt requested to the address as follows:

For Morgan:

Dr. David K. Wilson  
President  
Office of the President  
Morgan State University  
Truth Hall, Room 400  
1700 East Cold Spring Lane  
Baltimore MD 21251

With a copy to:

Dr. Kara Turner  
Vice President for Enrollment  
Management and Student Success  
Morgan State University  
305 Tyler Hall  
1700 East Cold Spring Lane  
Baltimore, MD 21251

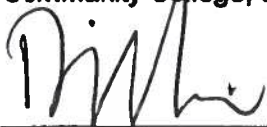
For the Center:

Prince George's Community College  
Vice President for Academic Affairs  
Room 125 Kent Hall  
301 Largo Road  
Largo MD 20774

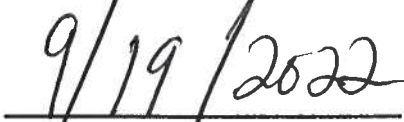
Howard Community College  
Vice President for Academic Affairs  
10901 Little Patuxent Parkway  
Columbia, MD 1044

Laurel College Center Director  
312 Marshall Avenue, Suite 205  
Laurel, MD 20707

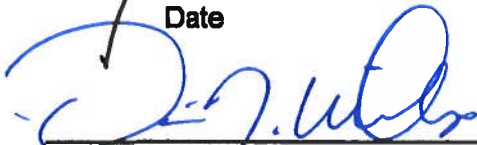
**NOW, THEREFORE** this AGREEMENT is approved and shall be effective upon the date of the signatures of the Morgan State University, Laurel College Center, Prince George's Community College, and Howard Community College



David K. Wilson  
President  
Morgan State University



Date



Daria J. Willis  
President  
Howard Community College



Date



Samantha Thompson  
Interim Director  
Laurel College Center



Date



Palectia D. Williams  
President  
Prince George's Community College



Date