

**Memorandum of Understanding**  
**Between**  
**American University**  
4400 Massachusetts Avenue, N.W.  
Washington, D.C.  
**and**  
**Daytona State College**  
1200 W. International Speedway Blvd.  
Daytona Beach, FL 32114

**I. Purpose**

This Memorandum of Understanding (“MOU”) facilitates the transfer of Daytona State College (“DSC”) students who complete an Associate of Science in Music Production Technology<sup>1</sup>, and wish to pursue a Bachelor of Arts in Audio Production or a Bachelor of Science in Audio Technology at AU.

American University enters into this agreement with the following objectives:

- A. To attract qualified DSC students into American University.
- B. To facilitate an efficient and smooth transition into American University from DSC.
- C. To provide a path of coursework at DSC that is applicable to programs of study at American University.
- D. To encourage academic coordination, faculty and administrative interactions, and student engagement.

**II. Admissions and Academic Requirements**

- A. DSC transfer applicants must meet the same admissions criteria set forth for other students applying for transfer to American University. See the Admissions website for admissions criteria: [www.american.edu/admissions](http://www.american.edu/admissions)
- B. The application fee is waived for these DSC students.
- C. Additionally, DSC students must meet the following requirements in order to be admitted under the terms of this agreement:
  1. Complete a letter of intent upon the completion of a minimum of 15 credits at DSC, and no more than 45 credits, by October 1<sup>st</sup> of the academic year prior to their desired matriculation date: [www.american.edu/admissions/transfer/GAA.cfm](http://www.american.edu/admissions/transfer/GAA.cfm).
  2. Remain continuously enrolled at DSC until receipt of the AS degree, or completion of at least 55 credits if the student intends to reverse transfer credit from AU back to the DSC degree.
  3. Submit a completed transfer application and all supplemental materials, by February 1 of the academic year prior to their desired matriculate date.
  4. Have a cumulative GPA of at least 3.0 grade point average based on a 4.0 scale, at the time of admission. Students who have at least a 3.5 are eligible to pre-register for courses in the semester prior to matriculation.
  5. Matriculate at AU in the semester designated in the letter of intent.

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<sup>1</sup> This agreement requires students to complete the Associate of Science degree plus additional coursework that results in a degree that is comparable to an Associate of Arts degree. All required coursework is listed in the attached course map. All references in this agreement to the “Associate of Science in Music Production Technology” degree infer the inclusion of this additional coursework.

- a. Students may defer matriculation for a period of up to one year following receipt of the AS degree but will be subject to the limits of the university's capacity to register new transfer students in their desired term of enrollment.
  - b. Admission under the terms of this MOU is contingent upon meeting high standards of personal conduct, pursuant with the student conduct codes of both the community college and American University. The AU conduct code can be found at this website: <http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=3271099>.
- D. Notwithstanding satisfaction of the above criteria, a prospective DSC transfer student's admission is subject to the following limitations:
1. AU reserves the right to deny admission to students who have been dismissed or suspended (for academic or nonacademic reasons), have a disciplinary record, felony conviction, or to those who cannot demonstrate adherence to high standards of personal conduct.
  2. Admission under this MOU is subject to the University's capacity to enroll transfer students in the semester identified in their interest form.

### III. Financial Aid

- A. American University will provide financial support consistent with institutional policies, which can be found on the Financial Aid website: <http://www.american.edu/financialaid/transferprospects.cfm>.
- B. Notification of awards will be concurrent with the offer of admission for those students who follow the financial aid and application deadline requirement for this agreement, which is February 1.

### IV. Transfer of Credit and Academic Practices

- A. DSC coursework will be evaluated for transfer credit according to the AU transfer credit policy: [www.american.edu/admissions/pdf/upload/Undergraduate-Transfer-Credit-Policy.pdf](http://www.american.edu/admissions/pdf/upload/Undergraduate-Transfer-Credit-Policy.pdf).
- B. Course articulations are listed in the AU transfer articulation database: <http://www.american.edu/provost/registrar/transfer/index.cfm>.
- C. Course articulations in place at the time a student first enrolls at DSC will be honored by AU if the student completes an AS degree and successfully transfers to AU within 4 years of initial enrollment at DSC.
- D. Under this agreement, students must complete the AU General Education requirement. This may be satisfied through coursework at DSC, provided the DSC course is equivalent to an AU General Education course.
- E. American University agrees to accept the attached list of coursework from the Associate of Science in Music Production Technology at DSC, and the additional requirements stipulated in this agreement, into the Bachelor of Arts in Audio Production or Bachelor of Science in Audio Technology degrees at AU, provided achievement be no less than a grade of C or better, and an overall GPA of 3.0 or higher at the time of admission. The maximum number of transferable credit is 62 credit hours.
- F. Students must meet AU's University Mathematics and Writing requirements for transfer students, as specified in the AU catalog for the academic year of admission<sup>2</sup>.

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<sup>2</sup> The math course required for the Associate of Science degree at Daytona State College will not fulfill the AU Mathematics requirement. It is recommended that students complete a course at DSC that is at least at the level of Calculus 1. Should the student wish to wait and complete the Mathematics requirement upon matriculation at AU, the course may satisfy the Associate of Science requirement at Daytona State College through reverse transfer.

- G. Students will be required to complete a minimum of 60 credit hours of AU coursework to be eligible for the AU undergraduate degree. Students may be required to complete more than 60 credits if they intend to double major or minor.
- H. Admitted DSC students who have a GPA of at least 3.8 at the time of application will qualify for upper-level honors courses at AU. These students will be considered for competitive merit scholarships based on their past academic performance and indicators of future promise.

#### **V. Collaboration between American University and DSC**

- A. American University agrees:
  - 1. to begin an advising process with the DSC student shortly after receiving the interest form.
  - 2. that DSC students will be eligible for consideration in a combined bachelors/masters program.
  - 3. that DSC students who meet the application deadline of February 1 for the fall semester matriculation, will be informed of their admission and financial aid by March 1.
- B. DSC agrees:
  - 1. to use its best efforts to inform students seeking admission to American University of the academic requirements necessary to attend and succeed at American University.
  - 2. to accept coursework completed at American University as satisfaction of Daytona State College requirements through the process of reverse transfer<sup>3</sup>.

#### **VI. Coordination of MOU**

- A. American University and DSC agree to:
  - 1. communicate to each other changes to policies or requirements of their respective institutions that affect this MOU,
  - 2. review the MOU annually or earlier upon the request of either party. This review will include among other items, academic achievement, retention and graduation rates, and transitional experience of participants,
  - 3. designate a primary contact for the respective institutions to serve as liaison for the purposes of monitoring this MOU,
  - 4. announce this relationship on the respective institutions' websites, and other marketing venues as appropriate,
  - 5. provide accurate and timely information about the relationship to prospective students, and
  - 6. provide updated course catalogs to the other immediately upon their availability.

#### **VII. Term, Termination, and Other Provisions**

- A. This MOU may be amended from time to time by the written agreement of the parties. These amendments may include without limitation terms related to specific program articulation and course-by-course transfer articulations.
- B. The MOU is made effective on the date that both parties have signed the agreement and shall continue unless earlier terminated as provided in this MOU.
- C. The MOU may be terminated:
  - 1. by mutual agreement of the parties, or
  - 2. by either party upon 180 days prior written notice to other party of an intention to terminate.

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<sup>3</sup> American University coursework may be used to satisfy Daytona State College general requirements, provided that students have completed at least 55 credits towards their Associate of Science degree prior to matriculation at AU.

- D. DSC students who have submitted a letter of intent prior to the date of termination will be permitted to transfer to AU under this MOU. Letters of intent will not be accepted once either party has expressed the intention to terminate.
- E. No Intended Third-Party Beneficiaries: This MOU is between DSC and American University and shall not be construed, interpreted, or deemed to confer any rights whatsoever to any student or other third-party.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date set forth below:

For American University:

Scott A. Bass 9/30/13  
Scott A. Bass, Ph.D. Date:  
Provost

For Daytona State College:

Carol W. Eaton 8/13/13  
Carol W. Eaton Date:  
President

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<u>Daytona State College</u>	<u>AU Equivalent</u>	<u>American University</u>
<b>DSC Writing Requirement (6)</b> ENC-1101 College Composition (3) ENC-1102 Literature and Composition (3)	Writing Requirement	
<b>DSC Math Requirement (4)</b> <i>Recommended: Calculus 1 (4)</i> <i>Or reverse transfer MATH-150 or above from AU</i>	Math Requirement	
		<b>GenEd Area 1 (6)</b>
SPC-2608 Oral Communications (3) <b>Humanities, Cultural &amp; Aesthetic Core (3)</b>	GenEd Area 2	<b>GenEd Area 2 (0)</b>
		<b>GenEd Area 3 (6)</b>
<b>Behavioral &amp; Human Sciences Core (0)</b>	GenEd Area 4	<b>GenEd Area 4 (6)</b>
		<b>GenEd Area 5 (7)</b>
		<b>Music Theory Courses (6)</b>
<b>Program Specific Courses (40)</b> MUM-1610 Survey of Recording Technology (3) MUM-1622 Sound Reinforcement (3) MUM-2600 Audio Engineering I (3) MUM-2600L Audio Engineering I Lab (2) MUM-2601 Audio Engineering II (3) MUM-2601L Audio Engineering II Lab (2) MUM-2603 Studio Maintenance (3) MUM-2607 Soundtrack Development (3) MUM-2609 Studio Production (3) MUM-2640 Post Production Sound (3) MUM-2700 Survey of Music Business (3)		<b>ATEC Required Courses (15)</b> ATEC-321 Sound Synthesis I (3) ATEC-421 Sound Synthesis II (3) ATEC-301 Digital Audio Workstations I (3) ATEC-401 Digital Audio Workstations II (3) ATEC-403 Production Mixing and Mastering (3)
		<b>ATEC Capstone and Bootcamp (5-6)</b>
		<b>ATEC Selected Topics (6)</b>
		<b>Non-ATEC Electives (6)</b>

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MUT-1001 Fundamentals of Music OR MUS2360 (3) MUS-2360 Learning Basic Music Using the Computer MVK-1111 Applied Music-Group (Piano) I-II (1) MVK-2121 Applied Music-Group (Piano) III-IV(1) Ensemble Electives (4)		
<b>Program Specific Electives (6) from the following:</b> EET-1011 Introduction to Electrical Circuits (2) EET-1011L Introduction to Electrical Circuits Lab (1) EET-1607 Electronics Assembly and Cabling (2) EET-1607L Electronics Assembly and Cabling Lab (1) MUM-2611 Live Recording Techniques (3) MUS-1621 Acoustics and Psychoacoustics (3)		
<b>Total Credits at Daytona State College: 62</b>		<b>Total Credits at American University: 63-64</b>
<b>Combined Credit Total: 125-126</b>		

**\*\*Note:**

**Courses for the DSC Associate’s Degree requirements may be satisfied by coursework at AU through reverse transfer, provided the total credits taken at DSC is at least 55 and does not exceed 62. Courses required for the AU General Education program may be satisfied through the transfer of courses at DSC, provided the DSC courses are equivalent to AU General Education courses.**

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<u>Courses taken at Daytona State College</u>	<u>AU Equivalent</u>	<u>Courses taken at American University</u>
<b>DSC Writing Requirement (6)</b> ENC-1101 College Composition (3) ENC-1102 Literature and Composition (3)	Writing Requirement	
<b>DSC Math Requirement (4)</b> <i>Recommended: Calculus 1 (4)</i> <i>Or reverse transfer MATH-150 or above from AU</i>	Math Requirement	
<b>Equivalent to AU GenEd Area 1 Course (3)**</b>	GenEd Area 1	<b>GenEd Area 1 (3)</b>
SPC-2608 Oral Communications (3) <b>Humanities, Cultural &amp; Aesthetic Core (3)</b>	GenEd Area 2	<b>GenEd Area 2 (0)</b>
<b>Equivalent to GenEd Area 3 Course (3)**</b>	GenEd Area 3	<b>GenEd Area 3 (3)</b>
<b>Behavioral &amp; Human Sciences Core (3)</b>	GenEd Area 4	<b>GenEd Area 4 (3)</b>
	GenEd Area 5	<b>GenEd Area 5 (8) Satisfied through PHYS-110 and 210*</b>
<b>Program Specific Courses (31)</b> MUM-1610 Survey of Recording Technology (3) MUM-1622 Sound Reinforcement (3) MUM-2600 Audio Engineering I (3) MUM-2600L Audio Engineering I Lab (2) MUM-2601 Audio Engineering II (3) MUM-2601L Audio Engineering II Lab (2) MUM-2603 Studio Maintenance (3) MUM-2607 Soundtrack Development (3) MUM-2609 Studio Production (3) MUM-2640 Post Production Sound (3) MUM-2700 Survey of Music Business (3)		<b>ATEC Required Courses (33)</b> ATEC-321 Sound Synthesis I (3) ATEC-421 Sound Synthesis II (3) ATEC-301 Digital Audio Workstations I (3) ATEC-401 Digital Audio Workstations II (3) ATEC-403 Production Mixing and Mastering (3) PHYS-310 Electronics (4) PHYS-305 Waves/Optics (3) PHYS-300 Acoustics (3) OR PHYS-2** Physics Elective (if took MUS-1621 at DSC) PHYS-110 Principles of Physics I (4) *GenEd Area 5 PHYS-210 Principles of Physics II (4) *GenEd Area 5

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<b>Program Specific Electives (6) from the following:</b> EET-1607 Electronics Assembly and Cabling (2) EET-1607L Electronics Assembly and Cabling Lab (1) MUM-2611 Live Recording Techniques (3) MUS-1621 Acoustics and Psychoacoustics (3)		<b>ATEC Capstone and Bootcamp (2-6)</b>
		<b>ATEC Selected Topics (6)</b>
		<b>Non-ATEC Electives (6)</b>
<b>Other Electives (6)</b>		
<b>Total Credits at Daytona State College: 62</b>		<b>Total Credits at American University: 62-66</b>
<b>Combined Credit Total: 124-128</b>		

**\*\*Note:**

**Courses for the DSC Associate’s Degree requirements may be satisfied by coursework at AU through reverse transfer, provided the total credits taken at DSC is at least 55 and does not exceed 62. Courses required for the AU General Education program may be satisfied through the transfer of courses at DSC, provided the DSC courses are equivalent to AU General Education courses.**