**MEMORANDUM OF UNDERSTANDING (MOU)**

(Below are some guidelines for MOU’s)

# Institutional/Agency Partners

Contact persons

Mailing address, telephone, e-mail

# Objectives of Partnership

Professional development/career advancement

Degree completion (Provide semester by semester curriculums for both the two-year and four-year institutions)

Internships

Contract courses

Concurrent/dual enrollment (high school students)

Other

# Terms of Agreement

Courses/degrees offered

Recruitment strategies

Admission requirements

Number of courses/credit hours

**Resources/Support Services Provided by Each Institution/Agency** Faculty/staff (number full-time, part-time, FTE)

Facilities: classroom/laboratories; administrative/faculty offices

Online admissions/registration

Distance technology instruction/online academic support

Library

**Costs**

Total

Per institution/agency

Tuition and fees

Grants

Fund collection/distribution

**MOU Review/Renewal**

Review period

Modifications to agreement/notice required

Review committee and approval

Effective Date of Agreement

Termination Date of Agreement

Signatures of Institutional/Agency Presidents or Chancellors