

Helpful Hints in Creating a Memorandum of Understanding (MOU)

An MOU is required for each Early Middle College (EMC) and postsecondary partner. The following is a list of topics EMC partners may want to consider addressing within the MOU.

Program Design

- Determine which academic pathways the EMC will offer.
- Discuss who provides academic instruction and at what location.
- Consider the instructional model for courses including face-to-face, online or hybrid design.
- Discuss what times college courses will be offered and how they align with the high school schedule.

Admission Procedures

- Examine the college admissions process, eligibility requirements, and what prerequisites exist for college coursework.
- Identify how the team will address academic gaps.
- Discuss whether the college has enrollment caps or whether a minimum number of students are required to offer a course.
- Determine if an EMC student also takes Advanced Placement (AP) courses, what scores are required for credit.

Responsibilities

- Discuss what food services, including Free and Reduced Lunch, will be provided for EMC students, who will provide it, and where will it be provided.
- Determine who will be the EMC liaison at the high school and at the college.
- Consider if transportation to the college campus will be provided, who will provide it, who will fund it, and where students will access it.
- Determine how grades and transcripts will be shared between the high school and the postsecondary partner.

Tuition, Fees, Refunds and Foundation Allowance Transfer

- Clarify the tuition rate and duration that the quoted rate will be in place.
- Consider tuition rates for students who reside outside of the district.
- Know what other fees, including textbooks, that will be charged by the college per course.

Instruction

- Determine what academic calendar is followed. Agree on start/end dates of semesters, holiday breaks, school closures. Ensure students/parents/faculty are all aware of the EMC calendar.
- Discuss how the team will prepare faculty to teach early college courses and opportunities for high school and college faculty to collaborate.

Student Support and Code of Conduct

- Determine how the team will monitor students in need of support and who is responsible for providing and connecting students with supports.
- Clarify how FERPA works for high school and college levels.
- Discuss which college activities and services high school students can access.
- Consider who manages behavior/misconduct issues.

Advising and Degree Completion

- Discuss who will provide academic advising for EMC students and the process for registering in college classwork.
- Consider incentives for students who need additional time after EMC graduation to complete their degree such as scholarships and on-campus housing.

Reporting

- Discuss reporting roles as both the EMC and postsecondary partners will complete MDE and State reporting requirements. Student Transcript and Academic Record Repository (STARR) reporting shall be completed by the Host College/University.

Program Monitoring

- Determine how and when the MOU will be renewed. MDE recommends partners complete an annual review of the EMC MOU.
- Discuss how the team will measure the success of the early college program.
- Determine how often the EMC team will meet and the data that will be shared.