

## **Helpful Hints in Creating a Memorandum of Understanding (MOU)**

An MOU is required for each EMC and postsecondary partner. The following is a list of questions EMC partners may want to consider addressing within the MOU.

### **Program Design**

- Specify the attendance policy for both high school and college.

### **Course Sequence**

- Determine who provides academic instruction and at what location.
- Consider the instructional model for courses including face-to-face, online or hybrid design.
- Discuss the class period times (college class times are usually longer than high school class times).

### **Admission Procedures**

- Examine the college admissions process and requirements. How will the admissions information be communicated to students and parents?
- Discuss if the college has enrollment caps or a minimum number of students 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, included Free and Reduced Lunch, will be provided for EMC students? Who will provide it? Where will it be provided?
- Determine who will be the EMC liaison at the high school and at the college?
- Deliberate if transportation will be provided? By whom and how will it be funded? Where will students access it?

### **Tuition, Fees, Refunds and Foundation Allowance Transfer**

- Know all expenses, in addition to tuition, that will be charged by the college per course.
- Will all students receive in-resident tuition rates?
- Clarify the tuition rate and duration that the quoted rate will be in place.
- If a student must repeat a course, clarify who pays for the course?

## Books and Supplemental Materials

- Consider if textbooks will be supplemental resources. Will the materials be hard copy or online? Who will pay for the materials? What will be the average cost for materials per course?

## Instructional Calendar

- Discuss 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.

## Student Support and Code of Conduct

- Determine who provides what support services. When? Where?
- Clarify how FERPA works for high school and college levels.
- Discuss the procedure for extra-curricular activities including sports, band, choir, pep rallies, valedictorian status, class officers, etc.
- Consider who manages behavior/misconduct issues.

## Advising

- Deliberate the process for students to share his/her EDP with the postsecondary to continue their education. How often will the student's Program of Study be reviewed by the student, parent, high school, and college?

## 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.

## Termination

- Agree upon the expiration date of the MOU. MDE recommends partners complete an annual review of the EMC MOU.