

Helpful Hints in Creating a Memorandum of Understanding (MOU)

It is important to note that an MOU is required for each postsecondary partner and constituent district partner.

In addition to the MOU example provided inside the Toolkit, the Office of Career and Technical Education (OCTE) at the Michigan Department of Education (MDE) offers the following topics and responsibilities that were presented at a previous Early Middle College Getting Started workshop that should be considered when entering into an MOU agreement.

- Which 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
- What will the procedure be for band, sports, choir, pep rallies, valedictorian status, class officers, etc.
- Specify the attendance policy for both high school and college
- Class period times (college class times are usually longer than high school class times)
- Know all expenses, in addition to tuition, that will be charged by the college per course
- Are there textbooks/supplemental resources? Hard copy or online? Who pays? Average cost per course?
- If a student must repeat a course, clarify who pays for the course
- If an EMC student also takes Advanced Placement (AP) Courses, specify what scores are required by the college
- Does the college have enrollment caps or a minimum number of students required to offer a course?
- Clarify the tuition rate and duration that the quoted rate will be in place
- Will all students receive in-resident tuition rates?
- What food services, included Free and Reduced Lunch, will be provided for EMC students? Who will provide it? Where will it be provided?
- Will instruction be face-to-face or a hybrid?
- Who provides what support services? When? Where?
- Who provides what instruction and where?
- Who handles behavior/misconduct?
- Who will be the EMC liaison be available at the high school and at the college?

- Clarify how FERPA works for high school and college levels
- Know the college admissions process and requirements. Ensure that the student and parent(s) understand them
- Both the EMC and postsecondary partners will complete MDE and State reporting requirements
- Is transportation provided? By whom? Who pays? Where do students access it?
- What is the process for the student 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?

The expiration date of the MOU is between you and your partners. MDE recommends doing a review your MOU annually with each partner.