

SAMPLE TEMPLATE ONLY

All preparation and/or review of Central Michigan University contracts, memoranda of understanding/agreements, or similar documents must be accomplished through the Licensure, Regulatory Services & Human Capital department (Academic Administration)

MEMORANDUM OF UNDERSTANDING

between

(*COHORT PARTNER ORGANIZATION*)

and

CENTRAL MICHIGAN UNIVERSITY

ARTICLE I

This section explains who the parties to the agreement are and what the purpose of the agreement is, for example:

This Memorandum of Understanding (the agreement) is made by and between the (*COHORT PARTNER ORGANIZATION*), and CENTRAL MICHIGAN UNIVERSITY (hereinafter referred to as CMU). The purpose of this agreement is to establish an understanding as to the use of the (*COHORT PARTNER ORGANIZATION*) facilities, services, and resources for the support of the educational programs established by CENTRAL MICHIGAN UNIVERSITY in cooperation with (*COHORT PARTNER ORGANIZATION*).

ARTICLE II

This section specifies what CMU's responsibilities are under this agreement, for example:

CMU will:

1. Provide qualified instructional, advising, and administrative staff necessary to provide: *Specify which programs are being authorized under the agreement. This includes both certificate degree programs. For example,*
 - *Master of Science in Administration with a concentration in Leadership*
2. Appoint and designate a CMU representative to maintain continuing liaison with the representative designated by (*COHORT PARTNER ORGANIZATION*).
3. Maintain a complete and accurate record of all academic work completed or attempted through programs established under this agreement.

4. Comply with such rules and regulations regarding security, ingress, egress, safety, and sanitation as may be transmitted to CMU by the designated (**COHORT PARTNER ORGANIZATION**) representative.

ARTICLE III

This section specifies what our partner organization's responsibilities are under the agreement, for example:

(**COHORT PARTNER ORGANIZATION**) will:

1. Provide classroom space sufficient for the educational programs of CMU to (**COHORT PARTNER ORGANIZATION**).
2. Provide office space including utilities as needed by CMU administrative and advising staff when on-site.
3. Designate (**COHORT PARTNER ORGANIZATION**) representative to maintain continuing liaison with the designated representative of CMU.

ARTICLE IV

This section specifies points of mutual understanding, establishes provisions that will govern both parties, and establishes common procedures, for example:

It is mutually understood:

1. That educational programs will be conducted by CMU in conformity with academic requirements established and prescribed by CMU, its governing board, the Higher Learning Commission of the North Central Association of Colleges and Schools, and/or agencies of the State of Michigan having jurisdiction over all or part of the programs of CMU.
2. That neither party to this agreement shall discriminate against participants. CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community. Any media produced by (**COHORT PARTNER ORGANIZATION**) to promote or publicize CMU programs will contain the statement, "CMU is an AA/EO institution." (see <http://www.cmich.edu/aaeo/>). Promotional efforts by (**COHORT PARTNER ORGANIZATION**) will emphasize this policy.
3. That a student's educational records and other information concerning a student is confidential and that such records and information will be made available only to the student or to those expressly authorized in writing by the student or as otherwise permitted by the Federal Education Rights and Privacy Act (FERPA).

4. That the scheduling of courses delivered at the facilities of the {COHORT PARTNER ORGANIZATION} will be determined jointly by CMU and (*COHORT PARTNER ORGANIZATION*).

5. That the 20XX-20XX fee structure shall be as follows:

This subsection should list tuition rates and applicable application and graduation fees.

The fee structure is the responsibility of the CMU Board of Trustees. Notice of any change in the fee structure shall be communicated to the designated (*COHORT PARTNER ORGANIZATION*) representative as soon as reasonably possible.

6. That the programs established under this agreement will provide for completion on the (*COHORT PARTNER ORGANIZATION*) site, and that students will not be required to attend the CMU campus in Mt. Pleasant, Michigan in order to complete the program.

7. That this agreement shall become effective immediately upon execution by both parties and all necessary licensure and accreditation authorities are secured.

8. This agreement shall be reviewed with the initiation of new cohort cycles.

Notwithstanding this review, this agreement shall continue in full force until (*INSERT SPECIFIC DATE*) unless terminated, as provided in this provision. This agreement may be modified or terminated at any time by mutual written consent of both parties. It may also be modified or terminated by either party upon written notice to the other party; such non-consensual modification or termination shall be effective 90 days after written notice is received by the other party.

9. That this agreement constitutes the entire agreement of the parties. All previous communications between the parties with reference to the subject matter of this agreement are hereby superseded.

**FOR
CENTRAL MICHIGAN UNIVERSITY**

**FOR
COHORT PARTNER
ORGANIZATION**

AUTHORIZED SIGNATORY

AUTHORIZED SIGNATORY

Date

Date