**University of Minnesota**

**Memorandum of Understanding**

 **(MOU Template for Integrated Degree Programs)**

The parties to this Memorandum of Understanding (MOU) are *[specify the particular colleges/departments/units as appropriate].* This MOU documents agreements regarding admission standards, degree progress expectations, and administrative oversight, for the *[name IDP program to which this MOU applies (e.g. Integrated B.M.E./M.S.M.E)].*

University of Minnesota Integrated Degree Programs serve as a bridge between undergraduate and graduate programs. Integrated Degree Programs allow University of Minnesota undergraduate students to complete master’s level coursework as an undergraduate student and use those courses toward a master’s degree program. Students then transition to the graduate program and complete their master’s degree as a graduate student.

**Program Description**

 *[Provide a brief description of the program (e.g. Integrated B.M.E./M.S.M.E.), including its purpose (academic rationale) and objectives. State the undergraduate and graduate degrees the program awards.]*

All parties to this MOU agree that the *[Integrated Degree Program]* aligns with and contributes to aspects of their respective missions and goals, that they willingly commit their support to the program in the specific ways described below, and that the terms and conditions of this MOU articulate the most appropriate model for supporting the program.

**Admission**

*[Describe admission standards, eligibility requirements, application timing, etc.]*

**Degree Progress**

Students admitted to the *[insert IDP name (e.g. Integrated B.M.E./M.S.M.E)]* will complete and be awarded an undergraduate degree within 4 years for NHS and 3 years for NAS students.

Students will complete a minimum of one year as a graduate student before completing master’s program requirements.

Appendix A Sample Plan makes clear how a student could complete the *[insert IDP name]* in 5 years *[or other time frame].*

**Administration**

The Integrated Degree Program administrative functions that follow will be implemented as described, in alignment with the Integrated Degree Programs Best Practices.

*[Describe what office or role is responsible for the following administrative functions related to the IDP:*

* *Admission to the IDP (process)*
* *Review and approval for new and changed courses at the undergraduate and graduate level*
* *Undergraduate degree planning and advising*
* *Review of undergraduate student degree progress*
* *Undergraduate PCAS*
* *Notify collegiate student services office when student will be admitted to the IDP*
* *Add RY exception to the undergraduate APAS report to retain appropriate program bulletin year.*
* *Undergraduate APAS: review and update prior to the last day of the semester for students completing their undergraduate degree. APAS should reflect the courses used to complete undergraduate degree requirements.*
* *Undergraduate degree clearance*
* *Submit to ASR a request to apply the appropriate credits to the graduate career*
* *Graduate PCAS*
* *Graduate academic audit*
* *Review of graduate student degree progress*
* *Graduate degree planning and advising*
* *Graduate degree clearance]*

**MOU Review and Amendment**

1. All signatories to this MOU (or their successors) will participate in an initial, informal review of the MOU’s terms and conditions within *[specify the number of years—normally, within three years]* years of the date of the original agreement to assess how the MOU is working and to make adjustments, as appropriate. Any modifications to the original MOU resulting from this review will require approval by all of its signatories (or their successors). A second review, involving all signatories (or their successors), will take place within *[specify the number of years—normally, within five years]* of the approval date of the original MOU. Any changes resulting from the second review will also require approval by all of the original signatories to the MOU (or their successors). Additional stakeholders who were not signatories on the original MOU, may also be invited to participate in the review at the request of any signatory.
2. Should a signatory to this MOU (or that individual’s successor) decide to withdraw from the agreement, the following process and notification period will apply: *[specify the process to be followed, including the notification period required].[[1]](#footnote-1)*
3. If any issues arise that the signatories (or their successors) are unable to resolve, the signatories may appeal to the *[identify appropriate position (e.g. Vice Provost and Dean of Graduate Education or college Dean]* for support in negotiating a solution.
4. If the signatories (or their successors) decide to dissolve the MOU, the following process and timeframe for dissolution will apply: *[specify the process to be followed, including a timeframe for dissolution that ensures the continued support of graduate students to degree completion].* The *[position identified in the previous prompt]* will be given timely notice of the signatories’ intent to dissolve the MOU and afforded an opportunity to provide input or assistance, as needed.[[2]](#footnote-2)

SIGNATORIES:

We, the undersigned, concur with the above agreement, which is binding upon us and our successors:

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[Undergraduate Associate Dean]

Name, Title Date

Affiliation

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[Graduate Associate Dean]

Name, Title Date

Affiliation

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[Director of Undergraduate Studies]

Name, Title Date

Affiliation

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[Director of Graduate Studies]

Name, Title Date

Affiliation

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[other signatories, as appropriate] Date

1. Notification must be in writing, should reflect input and agreement by others who contributed to the initial decision to sign the MOU, and should allow sufficient time for other signatories to assess their obligations to the program and their ability to continue to support it subsequent to the withdrawal. A minimum of one academic year’s notice will be normally be expected. [↑](#footnote-ref-1)
2. The possibilities that follow a decision to dissolve an MOU are likely to vary and may result in a decision to discontinue the program—in which case University policies and procedures apply (see <https://policy.umn.edu/education/academicprogram> ). Parties to the MOU are thus encouraged to consult appropriate leadership to discuss their planned process and timeframe for dissolving the MOU once the decision has been made to invoke the process. [↑](#footnote-ref-2)