

Appendix B.5

**Great Plains Interactive Distance Education Alliance
Program Memorandum of Agreement
For the
_____ Degree Program**

The Great Plains Interactive Distance Education Alliance (hereinafter called the "Great Plains IDEA") is comprised of academic colleges offering baccalaureate and higher degree programs.

This Memorandum of Agreement is entered into by _____ University, College of _____ regarding the creation of the Great Plains IDEA inter-institutional distance education program in _____.

The Great Plains IDEA institutions (Alliance Member, Academic Affiliate, or Institutional Affiliate) initiating this memorandum and agreeing to these terms and conditions include:

It is understood that additional parties may be invited to join this cooperative effort either as Alliance Members, Academic Affiliates, or Institutional Affiliates as outlined in the Great Plains IDEA Policies and Procedures Manual.

_____ University will participate in this inter-institutional program by granting a _____ Degree and/or a _____ certificate in _____ to students who successfully complete the inter-institutional program.

_____ University agrees to provide distance education courses for students admitted to the program by other partnering institutions, to incorporate approved courses offered by other Alliance Members, Academic Affiliate, or Institutional Affiliates into its appropriate degree and certificate, to admit fully qualified program applicants and to advise graduate students in the inter-institutional program.

_____ University agrees to respect the academic standards and quality of the academic departments involved in this joint program. Faculty members of the partnering institutions who provide instruction in this program must meet qualifications for teaching graduate courses at their employing institution; further documentation or approval will not be required by the other partnering institutions.

_____ University retains the right to:

1. Uphold its established University admission processes and admission standards for students entering the inter-institutional program as _____ University students.
2. Monitor academic performance, enforce standards, including disciplinary policies and procedures, and adherence to all other graduate school policies for students admitted to study at the institution.
3. Conduct graduation audits to assure compliance with University requirements.
4. Follow its established University review processes for approval of and modification to the curriculum.
5. Implement its University processes for course and program assessment.
6. Assign to the student's graduate committee approval oversight for courses applied to the student's program of study.

Institutional Courses designated as "Alliance courses" will be:

1. Taught by faculty members approved by the partnering institutions that provide the instruction.
2. Taught according to the published schedule and at the enrollment capacity agreed upon by the inter-institutional program faculty.
3. Priced to all students enrolled in the Alliance section of the course at the current Alliance credit hour price for the program as approved by the Great Plains IDEA Board of Directors.
4. Open to other qualified students on a space-available basis.

Each partnering institutions has the following responsibilities related to the Inter-institutional program:

1. Support the development and delivery of courses taught by its faculty.
2. Provide student services and Internet based program information to support the Alliance Program.
3. Provide web based information about the Alliance Program and maintain links to the Alliance website for purposes of marketing the program and providing information to students and the public.
4. Support faculty participation in inter-institutional program faculty meetings and faculty development workshops.
5. Offer the courses it is assigned to teach according to the published schedule and provide the agreed-upon enrollment capacity for each course.
6. Comply with the pricing and fee sharing agreements negotiated for Great Plains IDEA inter-institutional programs.
7. Consider this document a "financial aid consortium agreement" and that each Great Plains IDEA member will comply as follows:
 - a. The admitting institution will be the home institution. The remaining institutions will be considered the secondary (host) institutions.
 - b. The host institutions will provide information and assistance to the home institution in order to assure compliance with all applicable financial aid regulations.
 - c. The host institution shall assist in the verification of attendance (including the last date of contact for students who have unofficially withdrawn) and shall provide the student's grades, common price, and other relevant information to the home institution.
 - d. Assist each other in compliance with existing financial aid regulations or new regulations that emerge subsequent to the signing of this document.

8. Notify the appropriate Academic Board if it wishes to withdraw from the program. Such intent must be announced to the Academic Board a full twelve months in advance of the date of withdrawal and provisions made to allow admitted students to complete program requirements.

If the decision is made to discontinue the program, every effort will be made, in accordance to the Alliance Member's policies, to allow Alliance students who are currently admitted to the program to complete the program within four years and no students will be allowed to take more than five years from the dissolution date to complete their program.

By affixing the appropriate signatures to this document, the College of _____ at _____ University indicates its *intent or desire* to participate in the _____ Inter-Institutional Distance Education Program of the Great Plains Interactive Distance Education Alliance and to adhere to the terms of the Memorandum of Agreement.

Signed the ____ day of _____, _____.

Signature of Program Administrator

Signature of College Administrator

Signature of Distance Education Officer

Signature of Graduate School Administrator

Signature of University Academic Officer

Great Plains IDEA Program MOA approved 06-18-2003, amended 11/15/2005