

MCCIEC MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is intended to provide Maryland community college students with expanded and seamless access to a wide range of international education experiences. Under this MOU, a community college that provides a specific international education experience (herein called the Provider Institution) not offered at the Home Institution of a student who wants to participate in that experience can allow students access to that program, and the Provider and Home Institutions can work together to collect tuition and award academic credit.

The Provider Institution and the Home Institution agree to abide by the rules set forth by the Maryland Community College International Education Consortium (MCCIEC) and endorsed by the Maryland Council of Community College Presidents. The Home and Provider Institutions agree that institutional policies for admission, graduation, and the awarding of academic credit shall be consistent with the State's minimum requirements for colleges as outlined in the Code of Maryland Regulations, Subtitle 02, Academic Regulations. A course offered by a Provider Institution and adopted by a Home Institution may carry the Home Institution's course title and number if the course is equivalent to a course currently offered by the Home Institution. Each college will also abide by its own institutional calendar, but will make every effort to accommodate graduating students who are enrolled in MCCIEC courses. Further, each college will provide \$200 in annual funds to maintain the MCCIEC's administrative costs. These funds will be sent to the MCCIEC Chair or Treasurer by the end of each fiscal year.

Responsibilities of Provider Institution

The Provider Institution is the Maryland institution where the instruction originates. As a condition of participation in the MCCIEC, the Provider agrees to:

- Select, train, pay and evaluate faculty.
- Ensure standards of good practice.
- Determine the schedule for the course.
- Clearly notify home colleges of cancellation, withdrawal, and refund policies.
- Determine the selection criteria (interview, recommendations, prerequisites, essay, minimum GPA, etc.) for participants.

- Post accurate and current information about the course via hard copy or an Internet based course management system. This information will include a course syllabus, description, prerequisites, required and optional materials, and measurable learning outcomes.
- Post accurate and current information regarding the study abroad and/or international trips available on its own home page.
- Provide MCCIEC website with current information about the college's international offerings.
- Designate standards of student behavior and academic policies that determine consequences for that behavior.
- Determine the technologies and required on-campus experiences used to support the course.
- Duplicate and disseminate materials.
- Designate an MCCIEC contact with appropriate support for Home institutions.
- Provide additional documentation to the Home institution or to MCCIEC administration (Chair; Members) upon request.
- Submit grades to the designated office at the Home institution in a timely manner.
- Not implement any changes in college fees, credit hours, dates, time, and method of delivery after the clearly-established information submission date.
- Provide timely notice of any unavoidable changes to travel-related costs and/or plans.

Role of the International Coordinator/Faculty at Provider Institution

- Plans trips and disseminates information to other MCCIEC members.
- Selects participants based upon appropriate criteria.
- Ensures students have been oriented to travel and liability issues and potential transferability of credit course(s).
- Determines if any ADA accommodation issues exist and, if needed, informs the student's Home Institution.
- Executes travel experience, monitors student's behavior, and maintains standards as indicated in Provider Institution's policies and procedures.
- Distributes student's grade(s) electronically (if possible) to the appropriate Home Institution's Registrar.
- Assists students with disabilities in determining their needs, investigating possible options, and, if appropriate, making necessary arrangements. Due to the nature of study abroad experiences/trips, the community colleges may not be able to provide accommodations for students with disabilities.

Responsibilities of Home Institution

The Home Institution is any Maryland institution that agrees to receive the course from the Provider. As a condition of participation in the MCCIEC, the Home institution agrees to:

- Admit, register, and maintain student transcripts.
- Notify the Provider Institution of requirements for when and where grades should be submitted.
- Advise and monitor student progress toward educational goals and determine potential transferability of course credit when appropriate.
- Award financial aid as appropriate.
- Provide information to help students acquire necessary documents for international travel.
- Disseminate program information.
- Designate a site coordinator, with appropriate support, to handle student inquiries and to facilitate communication with MCCIEC Administration (Chair) and the Provider Institution.
- Treat Provider faculty as non-paid teaching faculty, with authority to instruct and to issue grades; hence, allowing this MOU to serve in lieu of a no-pay faculty contract.
- Provide alternative ways to issue course credit to the student if the Home Institution does not have an equivalent course to the Provider Institution's course ("umbrella," "special topic," and/or "global perspectives" courses).
- Develop mechanism to transfer \$100 per credit tuition revenue to the Provider Institution by the end of each fiscal year.
- Develop mechanism to have the student pay any study abroad/trip fees in a time frame set up by the Provider Institution. The Home Institution will send these collected funds to the Provider Institution in a timely manner.
- Determine if any ADA accommodations are necessary and, if needed, inform the student's Provider Institution.
- Inform students that there are three potential ways to handle course work from the Provider Institution: 1. take the course(s) for credit, 2. take the course(s) for audit; or, if allowed by the Provider Institution, 3. take the trip without any course work or credit earned. The \$100 per credit tuition revenue is only shared if the students choose either the first or second option and, therefore, pays tuition to their Home Institution. Additional trip fees not related to tuition are collected for all three options.

Revenue Sharing and Additional Fees

- The institutions agree to Revenue Sharing. Each Home Institution pays the Provider Institution \$100.00 per Credit Hour per student. This revenue is only collected if the student takes the course(s) for credit or audit. This payment is to support the instructional costs incurred by the Provider institution and will be collected by the end of each fiscal year.
- If the Provider Institution charges study abroad/trip fees, the Home Institution will develop mechanism to have the student pay these fees in a time frame set up by the Provider Institution. The Home Institution will send these collected funds to the Provider Institution in a timely manner.

All institutions agree to use the same college-level placement score in English and mathematics as recommended by the Maryland Community College Council of Chief Academic Officers.

MCCIEC MOU Approved by M4CAO's on May 29, 2008