

Policy on Agreements with Other Academic Institutions

To maintain academic vitality and respond to new needs and opportunities the University occasionally initiates collaborative opportunities with other institutions extending the educational excellence of Marquette University to a broader student population. These guidelines outline the process, development, review, institutional expectation, promotion and termination of any and all agreements herein identified.

A. Purpose

1. Academic institutional agreements are formally written contractual agreements between Marquette University and another institution that involve some educational experience and will conform to the university's strategic direction. These experiences may include, but are not limited to memorandum of understanding, affiliations agreements, student exchanges, study abroad contractual agreements, articulation agreements, matriculation agreements, agreements for students to take credit bearing courses, faculty/staff exchanges, and university sponsored collaborative research activities, exchange of academic resources and international visitor programs.
2. For many of the initial agreements with other academic institutions the first phase is the signing of a non-specific agreement which identifies future collaborative possibilities but within itself is non-binding (e.g. memorandum of understandings, intent to collaborate, and agreement of academic cooperation). This policy also covers those types of agreements.

B. Implementation of Policy

1. Matriculation /Articulation Agreements

Initial discussions with the articulating institution can begin with the college or the department wishing to create an agreement. Once the draft has been established, the department will forward to the college office. The following steps must be followed by the college office in order to gain approval of the agreement.

a. Consultation:

- 1) Vice Provost for Academic Affairs for undergraduate programs, or the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School for graduate programs and/or the Vice President for Research and Innovation for research collaboration:
 - i. Include the detailed articulation document between Marquette and the other institution
- 2) Marquette departments offering the subject matter:
 - i. Approval of equivalencies
- 3) Office of International Education (OIE), if agreement is with an international institution.
- 4) The Office of the Registrar:
 - i. Course and credit hour acceptance issues
 - ii. Clarity of language
- 5) The Office of the General Counsel:
 - i. UPP 1-06 and contractual clarity

- 6) Transfer Coordinator within the Undergraduate Admissions Office (for undergraduate programs):
 - i. Admissions applicability and clarity of language
- b. Endorsement by the dean of the college/school
- c. Review:
 - 1) Further review as deemed appropriate
 - 2) Office of the Provost
- d. Approval/Final Signatures:
 - 1) General Counsel approval as to form:
 - i. Contract Processing and Approval Form (UPP I-06 and Instructions)
 - 2) Provost

See attached process document for specific steps for discussion, development and procedures.

2. Memorandum of Understanding (MOU)

Domestic: Drafting of the MOU will be coordinated by the college/school in consultation with General Counsel. The Vice Provost for Graduate and Professional Studies and Dean of Graduate School is consulted if the MOU includes graduate or professional programs and/or the Vice President for Research and Innovation is be consulted if the MOU includes research collaboration. The dean endorsed MOU will be reviewed for “approval to form” by General Counsel, and approved by the Provost, who has approval authority for an MOU.

- A. International: The drafting of the MOU will be coordinated though the Office of International Education. The MOU will be “approved to form” by General Counsel and approved by the Provost.

3. Student Exchange or Study Abroad Agreements

Student exchange or study aboard agreements will be coordinated through the Office of International Education. The agreement will be “approved to form” by General Counsel and approved by the Provost.

4. Faculty/Staff Exchanges, University Sponsored Collaborative Research Activities, Exchange of Academic Resources and International Visitor Programs

Agreements will be reviewed by the Office of International Education for international programs and/or Vice President for Research and Innovation for research related programs. The agreement will be “approved to form” by General Counsel and approved by the Provost.

B. Submission:

Agreements are submitted with a signed “Contract Processing and Approval Form” attached (consult UPP1-6 for guidance) and sent to Office of the Provost (Attn: Chief of Staff to the Provost) for final review and signing.

C. Composition:

1. The Marquette faculty/staff coordinating the creation of an agreement with another academic institution will develop a draft of the agreement which includes:
 - a) Type of agreement
 - b) Activity or activities covered by the agreement
 - c) Plan for implementation
 - d) Detailed explanation of responsibilities for both parties covering every aspect including expenses, research, usage of institutional facilities, research material, travel, per diem, room and board, honoraria, and any and all other particularities
 - e) Specific details on financial requirements for both host and home institution
 - f) Specific duration of the agreement
 - g) How agreement can be revised or terminated
 - h) For agreements which financially obligate the university (such as the Madrid or South Africa programs) a detailed financial/business plan must be included.
2. Student or faculty exchange agreements will include verbiage explaining the following areas:
 - a) Scope
 - b) Definitions
 - c) Term of agreement
 - d) Initiation of exchange
 - e) Period of exchange
 - f) Implementation of exchange including number of students/faculty
 - g) Responsibilities of the home institution
 - h) Responsibilities of the host institution
 - i) Cost borne by students/faculty
 - j) Specific details on financial requirements for both host and home institution
 - k) Selection process of participants
 - l) Services provided to students/faculty
 - m) Nondiscrimination clause
 - n) Legal responsibilities of parties
 - o) Termination
 - p) Modification
3. Agreements which obligate Marquette financially (similar to the Madrid and South African programs) must include a detailed financial/business plan and the proposal signed by the Dean must be received by the Office of the Provost by September 1 of the year prior to the program commencing. Originator will contact the Assistant Provost for Budget and Division Operations during the drafting phase to discuss the financial plan requirements.

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