Memorandum of Understanding
between
The University of South Florida St. Petersburg
College of Education
and
The University of South Florida Sarasota-Manatee
College of Education
for the
Bay-to-Bay Colleges of Education Consortium

Preamble
This Memorandum of Agreement ("Agreement") is made and entered into by and between the University of South Florida St. Petersburg (USFSP) Office of Academic Affairs on behalf of the College of Education and the University of South Florida Sarasota-Manatee (USFSM) Office of Academic Affairs on behalf of the College of Education.

Definitions
A Consortium is effected by a written contract (the "agreement") between two institutions that recognizes the registration of a student at each site for academic and financial aid purposes. The consortium agreement enables students to take coursework at different institutions simultaneously for the purpose of completing a degree. Under such an agreement, students may take courses at a host institution and have those courses count as residential hours toward the degree at the home institution. Such an agreement also certifies that only one of the two institutions, in this instance the home institution as designated, will administer Title IV financial aid for the student.

This Agreement refers to the two partner colleges/universities as the "Home Institution" and the "Host Institution." The "Home Institution" is the institution where the student is fully admitted and from which he/she will get a degree. The "Host Institution" is where the student takes courses, whose credits will be transferred back to his/her "Home Institution". Under this consortium agreement, either USFSP or USFSM will be herein referred to as the Home Institution, depending upon the program in which the student is enrolled. The specific programs and courses covered by this consortium agreement are defined in Addendum.
Purpose and Aims
The primary purpose of this Agreement is to leverage the benefits of the USF System by providing expanded educational opportunities for graduate students in Education at USFSP and USFSM. This agreement specifically establishes that College of Education students from USFSM or USFSP may elect to take courses to complete their graduate degree at the other institution. The specifics of each of the respective degree programs are defined in the Curriculum Addendum.

For purposes of this agreement only, the respective Colleges of Education at USFSM and USFSP agree to accept all students in good academic standing as determined by USF St. Petersburg and USF Sarasota-Manatee. No additional admission restrictions will be placed on USFSP or USFSM students who meet admissions criteria to the home institution.

Student Support Services
All persons acting on behalf of either USFSP or USFSM in normal capacity in support of this consortium will have access to student data. Where data are not directly accessible, students will be asked to sign a release granting authorization to the Host Institution.

Students benefitting from this consortium will be responsible for all tuition and fees for course registrations at each respective institution.

USFSP or USFSM, as the designated Home Institution, will have the responsibility to provide academic advising to students and certify degree completion. Both home and host institutions will strive to stay informed of the specifics of programs offered through this consortial agreement and to offer academic advising support regarding the programs, as appropriate.

The Office of Financial Aid for the Home Institution will handle Financial Aid for any participating student. A consortium agreement allows course credits taken at one institution to be used for financial aid purposes at the "home" institution. Normally, the student receives aid only for the home institution enrollment. Each institution must be eligible to participate in the Title IV aid programs. A consortium agreement will permit credits taken at the Host institution to be used for financial aid purposes at the Home Institution. This consortium agreement will only be approved if the following conditions are met:
1. The courses taken at the Host institution must be a requirement of the degree program and transferable to the Home Institution; and
2. The courses students take at the Host institution are not offered at the Home Institution.

General Provisions
1. All collaborative activities conducted pursuant to this agreement shall be conducted in accordance with the laws and regulations appropriate to both parties, including the laws of the United States of America, the State of Florida, and the rules, regulations and applicable policies of the Florida Board of Governors, the University of South Florida St. Petersburg, and the University of South Florida Sarasota-Manatee.

2. Both the Host and Home Institutions agree to provide qualified faculty to deliver all coursework covered by this agreement. Both institutions agree to provide each other with records of and/or data related to faculty qualification and/or credentialing upon request.

3. Both the Host and Home Institutions agree that the management and any institutional financial obligation of data systems measuring candidate performance and other issues related to national accreditation or state compliance shall be the responsibility of the institution providing the program as Home Institution. The Home Institution shall provide to the contact designated by
the Dean of the Host Institution in a timely manner any expectations regarding student participation in the data system. Host Institutions agree to communicate to students, faculty, and administrators Home Institution expectations regarding such data systems, including but not limited to the Collaborative Digital Network (USFSP) and TaskStream (USFSM).

4. Both Home and Host Institutions agree to share data in aggregated or raw form any data collected for programs in this consortium for accreditation or compliance purposes. Both Institutions agree that data shared under this provision shall not be released for public purposes without the expressed written agreement of the other institution(s) participating in the consortium, except as may be required by law.

5. This agreement shall take effect when executed by both parties and shall terminate upon receipt of a formal Notice of Termination. Notice of Termination by either party must be given at least 90 days in advance. This agreement may be modified by written concurrence of both parties at any time. Nothing within this agreement shall create any financial obligation or cause any hardship to either party.

6. If this agreement is terminated, all students pursuing a Host cognate will be given adequate time to complete the cognate, the time for which completion must be agreed to by the home institution.

7. Modification to this agreement shall be initiated through the Dean of the College of Education, USFSP, and/or the Dean of the College of Education, USFSM.

8. On an annual basis, the Curriculum Addendum will be reviewed by both parties and if mutually agreeable, modified without invalidating this agreement.

9. Both USFSP and USF-SM acknowledge that each is governed by and acts through the University of South Florida Board of Trustees. As such, neither party shall be liable to the other for any damages whatsoever. The parties agree that any disputes shall be cooperatively resolved, or if necessary, resolved through appropriate administrative processes and procedures within the University. If a dispute cannot be resolved, the parties agree to take the dispute to a mutually agreed upon impartial administrator at Associate Vice President level or higher or a mutually agreed upon impartial USF System office head for final decision and resolution. The parties agree to be bound by any such decision. An impartial attorney in the Office of General Counsel may render interpretations of law that are binding.
IN WITNESS WHEREOF the parties hereto have executed two copies of this instrument, each of which shall be considered an original.

University of South Florida
St. Petersburg

Vivian Fuego, Dean
College of Education, USFSP

Date

University of South Florida
Sarasota-Manatee

Terry A. Osborn, Dean
College of Education, USFSM

Date

Norine E. Noonan, RVCAA
USFSP

Date

Bonnie Jones, RVCAA
USFSM

Date

cc: Dr. Kathleen Moore, Associate Vice President for System Initiatives
Memorandum of Understanding  
between  
The University of South Florida St. Petersburg  
College of Education  
and  
The University of South Florida Sarasota-Manatee  
College of Education  

CURRICULUM ADDENDUM  

To be drafted and reviewed by academic advisors from the aforementioned COEs.  
USFSP offers a 36 credit hour Master of Arts in Teaching in Exceptional Student Education (MAT in ESE). USFSM will offer a 41 credit hour Master of Arts in Teaching in English Education (MAT in ENG), a 33 credit Master of Arts in English Education (MA in ENG), a 39 credit Master of Arts in Teaching Social Science Education (MAT in SSE) and an 33 credit Masters of Arts in Social Science Education (MA in SSE).