

Contracts/ Agreements/ MOU/MOA

Checklist

Document initiation

- Department or Program/ Division obtains approval to initiate MOU/MOA/ contract from Dean or Vice President
- Department or Program/ Division drafts document, incorporating required consumer information below

Document review

- Risk Manager (Admin Asst or FVP) for risk review
- Controller's Office for all financial agreements that impact student tuition, fees, or payment schedules
- Vice President for Student Affairs for consumer information review and assessment of support services requirements, when applicable.
- Dean or Vice President [Agreements with secondary or post-secondary institutions require review by the Provost and VPSA. In some cases, presidential review is required – VPs will facilitate].

Document revision

- Department or Program/ Division revises agreement based on document review process

Document approval

- Director or Division Chair: sign or initial and date near FVP's signature line
- Dean: initial and date near FVP's signature line
- Provost or VPSA: initial and date near FVP's signature line [Agreements with secondary or post-secondary institutions require approval by the Provost and VPSA. In some cases, presidential approval is required].
- FVP: Final approval and signature

Document distribution and retention

- FVP's office logs the signature date and the name of the initiating division / department. Administrative Services does not keep copies of agreements.
- Approved document is returned to the initiating division / department for partnering institution signatures
- Upon receipt of signed document, department or program/ division
 - Distributes hard or electronic copies to relevant internal and external offices, including LC-VPSA and partnering institution for posting on consumer information web pages
 - Retains original within department/ division
 - Tracks expiration/ termination dates and notifies Provost, VPSA, and deans if the agreement is to be terminated indefinitely

NOTE: Short term contracts for services such as venue rental, or those that fall under a broader state policy (e.g., car rental) may be approved by the Dean or Director as designated within the supervisory chain. Such contracts require a risk management review by the FVP's office.

Required Consumer information

- Name and location of both schools / institutions
- Method of course/ program delivery not offered by the home school (e.g., on site at LCSC, online, etc.)
- Estimated additional costs that may be incurred due to the agreement/ arrangement
- Additional services or programs (e.g., use of Library, Counseling services) extended to students under the agreement
- For international agreements, address how U.S. laws governing higher education (e.g., ADA) will be addressed/ delivered by partnering institution

Other information

- Participating institutions will post signed copies of final agreements on their respective web pages.