MOU Approval Process

MOU created at College or Unit level (OIE, Chancellor’s Office) per format guidelines.

1. MOU should contain at least the following information:
	1. Name of collaboration
	2. Name of collaborators
	3. Effect dates for collaboration/End dates
	4. Date MOU will be reviewed
	5. Introduction telling about collaboration
	6. Brief description of programs
	7. Budgetary consideration or terms
	8. If academic programs include roles and responsibilities of parties related to student support services, admission, advising, financial aid, facilities, faculty, etc.
	9. Signature lines including Chancellors, Provosts, Administrative Services, Deans of all institutions.
2. Units send draft MOU to Provost Office for initial review of components for campus policy, HLC requirements or UW System implications. Provost Office returns draft to unit with notations if necessary.
3. Dean or Units finalizes MOU and sends it to Administrative Services for a review and signature.
4. Administrative Services sends signed MOU to Provost’s Office. Provost Office logs MOU and sends to external institutions for signature.
5. External institutions sign and return MOU to Provost’s Office.
6. Provost’s Office reviews, signs, and sends MOU to Chancellor’s office for final approval.
7. Provost’s Office sends copy of completed MOU to units. Provost’s Office logs MOU in MOU database.