Approval Process to Create a Dual Credit MOU

Dual credit MOUs whereby the students attend courses on the UTA campus

Time to Implementation: 6 Months to 1 Year

ISD expresses interest in creating MOU with UTA or vice versa

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Provost Office/DSS consults with President

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ISD and UTA leads (DSS; partnership originator) discuss partnership and possible coursework

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UTA lead consults with relevant Schools/Colleges and Enrollment Management

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UTA lead provides draft MOU to Vice Provost, DSS and Enrollment Management for review

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UTA lead sends draft MOU to ISD for review

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UTA lead presents MOU final draft to Provost Office (Provost and Vice Provost for Academic Planning and Policy)

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Provost Office reviews MOU and sends to University Attorney for approval and consultation with University President

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MOU sent to ISD for final review

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MOU signed by ISD and UTA → MOU circulated to UTA Provost Office, IER, Enrollment Management and Business Services → IER stores signed agreement in document repository

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ISD begins recruitment of students & Advancement Office assists with signing events and news releases

Student(s) submit application and registration requirements by posted deadlines

Students enrolled and advised by UTA Dual Credit Advisor in Division of Student Success; DSS communicates with ISD contacts on programming

Student(s) attend Dual Credit Orientation

July 28, 2020