MEMORANDUM OF UNDERSTANDING BETWEEN

THE MONTANA UNIVERSITY SYSTEM, Post Office Box 203201, Helena, MT 59620, 406-444-6570 and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHEREAS, the Montana University System (“MUS”) Common Course Numbering (“CCN”) system provides a process by which all undergraduate courses go through the common course numbering process, and all courses deemed to be equivalent via this process provide evidence of equivalent academic quality in regards to outcomes, rigor, and assessment;

WHEREAS, such courses will directly transfer on a one-to-one basis with equivalent courses at the receiving institution.

WHEREAS     , a non-MUS entity, wishes to participate in the CCN system in order to facilitate student transfer between       and the units of the MUS;

NOW THEREFORE, the parties agree as follows:

1. The process for inclusion of      ’s courses in the CCN system shall be as follows:
2. shall select a representative from their Academic and Student Affairs division to serve as      ’s CCN Liaison (Appendix A). The CCN Liaison shall be responsible for providing the course information to the CCN Manager as well as directing correspondence between       and the MUS.
3. Upon reviewing the current CCN course offerings on the CCN website (https://ccn.mus.edu/search/)      ’s CCN liaison shall electronically submit a request, which includes a course syllabus, for each course which it proposes for alignment in the CCN system to the CCN Manager.
4. The CCN Manager will review the submitted request and share it with the MUS CCN Liaisons who will direct the request to the appropriate discipline department;
5. The faculty within the discipline department will form an ad hoc committee to peer review the course outcomes. Faculty of      ’s discipline department will be invited to participate in the discussions of the committee;
6. If any ad hoc faculty committee member disagrees with the stated course, prefix, title, number or outcomes, the ad hoc committee will confer with      ’s faculty either with or via the CCN Liaison group and the CCN manager to resolve the situation.
7. The CCN manager will provide the MUS with a list of the approved courses for       and will display the course data in the CCN course guide.
8. The CCN manager shall include the       in the discussion of any changes to the current CCN course offerings that affect courses       has aligned to CCN.

h.       agrees to submit changes to the CCN Manager by April 30th of each calendar year.

1. The MUS affirms that courses from       that have been identified as equivalent to those at the campuses of the MUS will transfer as if they had been taken at the receiving institution.

1. affirms that any courses identified as equivalent to those offered within the MUS will yield equivalent learning outcomes.
2. affirms that courses from the MUS that have been identified as equivalent to those at       will transfer as it they had been taken at      .
3. The MUS affirms that any courses identified as equivalent to those within the MUS will yield equivalent learning competencies and outcomes.
4. The conditions of this agreement, including specific course competencies and outcomes, are subject to review on an annual basis. This agreement shall continue as modified through the annual review unless terminated or amended by either party by way of a written notice at anytime

DATED this       day of      ,

Commissioner of Higher Education

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      President

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**APPENDIX A: MUS COMMON COURSE NUMBERING – COMMON COURSE NUMBERING LIAISON RESPONSIBILITIES**

Each institution’s Common Course Numbering (CCN) Liaison will

* Serve as the point of contact between all institution shareholders and the Commissioner’s Office CCN Manager;
* Maintain knowledge of Board of Regent and campus policies related to common course numbering;
* Be able to explain the basic logic, principles, and procedures of common course numbering;
* Attend (via telephone) monthly CCN Liaison meetings and other CCN-related meetings as needed;
* Ensure that information concerning the CCN is given wide dissemination at his or her institution so that faculty and students are completely and accurately advised;
* Identify and respond to misinformation at the campus level.  If additional information is needed, contact the Commissioner’s Office directly;
* Submit new course requests and requests for the modification of existing course information, ensuring that
	+ CCN prefix requests for courses are properly vetted,
	+ all course forms contain complete and accurate information, including outcomes and a syllabus,
	+ all course requests have the appropriate institution authorizations, and
	+ no appeal request, such as a change in existing classification, is submitted to the CCN Manager unless it has been reviewed carefully for consistency with the basic logic and principles and in terms of the CCN precedents already established;
* Assume responsibility for selecting faculty discipline committee members for the institution;
* Verify that courses in the MUS CCN database accurately reflect course offerings at the institution by periodically performing reviews and accuracy checks;
* Verify the Registrar has published the current CCN course data in the institution’s course catalog.