

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
Tallahassee, Florida

Office for Academic Affairs

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made by and between Miami-Dade Community College (North Campus), Miami, Florida (hereinafter referred to as Miami-Dade) and Florida A&M University (hereinafter referred to as FAMU).

This MOU applies to an extension program (satellite campus) located on the Miami-Dade campus. The parent installation or campus (main campus of the extension) is located in Tallahassee, Florida.

This MOU is not to be construed in any way as an obligation of Miami-Dade funds to FAMU.

WITNESSETH:

WHEREAS, in support of the State of Florida's emphasis upon educational development, it is the desire of FAMU to participate and render its services to the education program supported by Miami-Dade and to afford an educational opportunity to qualified personnel.

WHEREAS, the need for the benefits accruing from the establishment of an upper division educational program supported by Miami-Dade is in consonance with the educational policies of both the State of Florida and FAMU.

NOW THEREFORE, in consideration of mutual benefits and advantages to be derived from the establishment and support of an upper division educational program at Miami-Dade, the parties understand the following:

I. FAMU will:

- A. Provide upper division college level educational services in conformity with academic requirements established and prescribed by the parent institution, its governing board, and/or other agencies of the state having jurisdiction.
- B. Apply admission, transfer, grading, probation, refund, and graduation policies and requirements which are no more stringent than those applied to students in attendance at the parent campus. These policies and requirements will be promulgated in an extension bulletin or catalog which will also include course information.
- C. Provide the necessary instructional, administrative and clerical support personnel to deliver sequential upper level courses requisite to the attainment of degrees in the major areas of Engineering Technology and other courses as are from time to time deemed desirable and feasible.
- D. Furnish students advisory and administrative services to a quality and quantity comparable to those available on the parent campus. Office hours of advisors, administrators and instructors will be posted. A program administrator and academic advisor will be present at the Miami-Dade campus daily from 4:00 - 8:00 p.m. and at all other times that FAMU courses are being offered.
- E. Appoint and designate the senior administrative person employed by FAMU at the extension to maintain continuing liaison with the designated representative of Miami-Dade.

- F. Comply with such rules and regulations regarding campus security, ingress, egress, safety, conservation, parking, and sanitation as may be transmitted by the designated representative of Miami-Dade.
- G. Comply with all the applicable workers compensation laws of the State of Florida.
- H. Eschew discrimination based upon race, age, sex, national or ethnic origin, or religious belief in any and all operations.
- I. Make books available for purchase, provide periodicals, and other academic materials for student use that are sufficient for the level of instruction and number of students and applicable to the courses and programs provided.
- J. Provide instructional personnel who have been certified as qualified to teach on the parent campus.
- K. Permit an evaluation of courses and programs during the term of this MOU by a team of evaluators acceptable to Miami-Dade and FAMU. It is understood that this evaluation will be waived during the academic year in which evaluation of the extension is conducted by teams from appropriate professional and/or regional accrediting agencies or from an appropriate state agency.
- L. Sustain the cost of any or all campus visits deemed necessary by applicable accrediting associations.

M. Furnish Miami-Dade with copies of accreditation reports and associated communications which pertain to this extension or the parent campus of this extension.

2. Miami-Dade will:

- A. Provide and maintain without expense to FAMU within available resources, administrative space, counseling space, storage space, classroom space, security and utilities (except telephone) for the FAMU extension program.
- B. Provide a library facility and staff in support of FAMU's academic program within the limitations of available funds and established regulations as to operating hours. This facility shall be available to all students and faculty participating in FAMU's extension programs. Books and library materials required specifically for the program and not available from Miami-Dade library holdings will be supplied by FAMU.
- C. Appoint and designate a representative to maintain continuing liaison with the designated representative of FAMU
- D. Publicize and promote the FAMU educational extension program, utilizing such media as are available to Miami-Dade.

3. FAMU and Miami-Dade mutually agree to the following:

- A. The tuition and fee structure for students is the responsibility of FAMU. Any change in this structure will be given in writing to the designated representative of Miami-Dade not less than sixty (60) days prior to the effective date of the change.

- B. Minimum class sizes are necessary to sustain the program. FAMU reserves the right to delete or cancel courses which do not meet predetermined and advertised minimum enrollment requirements. Miami-Dade reserves the right to limit enrollment in any one class to a size consistent with effective instruction and learning.
- C. Miami-Dade cannot commit specific numbers of students! operation in accord with its established schedule.
- D. Miami-Dade can not commit the availability of tutorial assistance for the educational program provided by FAMU.
- E. FAMU will determine beginning and ending dates of terms, class schedules, and vacation dataes and will provide this information to the Miami-Dade representative at least sixty (60) days prior to the effective dates. Such scheduling will not be in conflict with times or dates on which Miami-Dade facilities are not open for normal operation in accord with its established schedule.
- F. This MOU will be automatically cancelled at the end of the current academic term if the full accreditation of this extension, or the parent campus of this extension, has been withdrawn by the applicable regional accrediting agency; if the extension or its parent campus has been placed on probation by the applicable regional accrediting agency; or if the parent campus is not assigned a "G" code (credit generally accepted) in the current edition of the Transfer Credit Practices of Selected Educational Institutions published by the American Association of Collegiate Registrars and Admissions Officers.
- G. This MOU may be terminated by FAMU or Miami-Dade upon written notice to the other party at least forty-five (45) days prior to the completion of the current academic term. Termination will not become effective until the current academic term is completed.

AUG-29-'90 WED 15:02 ID:MDCC PRESIDENT OFFICE TEL NO:385-347-3228

AUG-28-'90 TUE 16:35 ID:MDCC ACAD. OFFICE TEL NO:1-385-347-1663 8008 P05

FROM: FAMU UP FOR ADM AFFAIRS TO:MDCC ACAD. OFFICE

AUG 23, 1998 3:08PM 4348 P.05

11. Except for the automatic cancellation described in paragraph 3.G. above, or the termination described in paragraph 3.H. above, this MOU will remain in effect for a maximum of three years from date of execution.

BY

DATE

Richard A. Hogg
Provost/Vice President for Academic Affairs
Florida A&M University
Tallahassee, Florida

Signature obscured

for security

DATE

BY

Frederick S. Humphries
President
Florida A&M University
Tallahassee, Florida

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for security

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BY

Robert H. McCabe
President
Miami-Dade Community College
Miami, Florida 33167

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for security

DATE

BY

J. Terrence Kelly
Vice President
Miami-Dade Community College (Northeast Campus)
Miami, Florida 33167

8/28/90

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