

## **Memorandum of Understanding Between MSU Denver and CCD for Inter-Institutional Registration**

### **Purpose:**

- Allow the continuation of registering for Inter-Institutional classes under COF (College Opportunity Fund) while limiting the negative impact on students.
- Use existing processes and files wherever feasible to limit administrative burden.

### **Agreement Principles:**

1. Student obtains all appropriate signatures from home and host institution and submits completed application to the following:
  - CCD students submit to host institution.
  - MSU Denver students submit back to home institution.
2. Student can register for approved Inter-Institutional course/s according to dates and times determined by both home and host institutions. Applications received outside of the dates and times determined must be determined by both institutions for approval of an exception.
3. Upon receiving the completed application, each institution registers the student according to their own process.

### **Financial Responsibilities and Data Exchange:**

- Tuition and fees are assessed by the home institution and FTE is reported by the host institution.
  - Home institution collects and keeps tuition for classes taken through the agreement.
  - Host institution reports FTE and receives state funding for the hours taught.
  - Student enrolled for courses with the program fees are responsible to pay the host institution.
  - Host institution collects any program and appropriate delivery method fees, regardless of delivery method, from the student directly.
- During any semester, a student may not be registered Inter-Institutionally for more than 50% of the total numbers of hours carried for that term.
- Data exchange between both institutions will occur during the semester to verify enrollment of students taking Inter-Institutional courses in order to properly report on invoices and reconciliation files.
- **For Colorado undergraduate resident students with COF-eligible hours:**
  - The home institution will submit all COF-eligible hours on the invoice and reconciliation files for the home institution's students. That is, the hours taken at both institutions.
  - After the end-of-term reconciliation, the home institution will provide the host institution a list of all students taking Inter-Institutional classes at the host institution and identify the hours for which the student has authorized the home institution to receive the COF stipend. This file provides an auditable record for financial purposes.
  - The home institution receives the COF stipend for students who took hours at the host institution through the Inter-Institutional agreement. The home institution will issue a

check to the host institution for the total amount of stipend dollars received by the home institution for the hours taught by the host institution.

- **For non-COF eligible students (or hours):**
  - The home institution will collect total tuition for both home and host institution hours. There is no COF stipend to be applied. Home institution keeps all tuition. Class fees are collected and sent to the host institution.
  - It is expected that the number of non-COF eligible hours will balance out over time and neither institution will be substantially penalized financially. The files exchanged between the institutions will allow the number of non-COF hours to be monitored to ensure there is no substantial difference over time.

**Effective Date:**

This agreement is effective beginning fall semester 2020 and will be reviewed by both institutions every five years to determine if revisions are needed.


**Agreed to by the following:**



President, MSU Denver

5/16/22

Date



President, CCD

10-6-2022

Date

Dr. Gillian McKnight-Tutein,  
Acting President,  
for Dr. Marielena DeSanctis