



## Template for Creating an Academic Memorandum of Agreement or Memorandum of Understanding

Use this document as a guide when creating an academic Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) [hereinafter, agreement] as described in [AP-AA-41-Academic Agreements with External Entities](#) for the University's policy on establishing academic agreements with other entities. This process takes time so plan accordingly.

**TITLE:** Is this an MOA or MOU? See AP policy for definitions.

**ENTITIES:** Who is the agreement with? Include the University of New Orleans And [NAME OF PARTNERING ENTITY(IES)] within the title.

**PURPOSE:** What is the purpose of the agreement? What type of agreement is it? Types may include, but are not limited to, a cooperative academic arrangement, articulation agreement, enrollment agreement, Academic Cooperative Agreement (ACA) or dual enrollment. Be clear in stating the key purposes of the agreement.

**SCOPE:** What is the aim of the agreement? Include specifics such as student eligibility, fees, academic requirements, assessment, etc. Describe the objective for entering the agreement. Who is responsible for each activity?

**SCALE:** Describe the geographic area to be served through the agreement if relevant. Will activities occur within a specific parish or region? Be sure to indicate whether or not this is an international agreement.

**DURATION:** What is the length of the agreement? Include a start date and termination date (this may also be the renewal date). Each term of an agreement shall not be longer than five (5) years, subject to renewal for an additional five (5) year period.

**EVALUATION:** All academic agreements must include an evaluation requirement. The evaluation process must include at least one representative from each partner institution and take place within four years of the initial start date. State the timeline for completing the evaluation of the agreement. The results of the assessment must be reported using the [Academic MOA/MOU Evaluation Report](#).

**OVERSIGHT:** Who may make changes to the agreement? If necessary, include information regarding termination of the agreement before the end date. For example, “The terms and conditions contained in this Agreement will remain in effect until the end date or unless a request for modification or termination is made by either entity.”

**SIGNATURES:** Include a signature line (with date) for each entity listed in the agreement. Keep in mind that only the President has the authority to sign academic agreements on behalf of the University of New Orleans though you may also include the College Dean or Provost and Senior VP for Academic Affairs.