

C11189

MEMORANDUM OF UNDERSTANDING Interinstitutional Dual-Degree Programs

- I. INSTITUTIONS. The Texas Tech University System component institutions, Texas Tech University Health Sciences Center (TTUHSC), and Texas Tech University (TTU), agree to the following policies and procedures when jointly administering Interinstitutional Dual Degree Programs (each a "Program"). Each Program's specific process, including the admission and eligibility requirements and curriculum will be described in more detail in a separate Articulation Agreement between the institutions. A copy of this Memorandum of Understanding ("MOU") will be attached as governing terms to each Articulation Agreement.
- II. PURPOSE. The primary purpose of this MOU is to facilitate the graduation of students who will pursue excellence according to the principles of the mission statements of both institutions. Students in a Program, if successful, will be awarded two degrees- one from each institution. The intention is that these students will use their combined education to enhance their ability to serve their communities at the highest possible standards.
- III. TERM. This MOU starts on the date of last signature and expires five years later, unless extended or terminated earlier.
 - a. Extension. If the parties agree in writing before the end of the initial five year term, this MOU may be extended for one additional five year term.
 - b. Early Termination. Either institution may terminate this MOU early for any reason by providing the other institution with at least 60 days prior written notice.
 - c. Wind Down Period. On the effective date of termination or on the date of expiration, students who are currently enrolled in a Program but who have not graduated, will be permitted to complete the Program subject to the terms of the Articulation Agreement in effect at the time of their enrollment, however no new students will be admitted into the Program and the institutions will cease to advertise the Program in their respective admission and enrollment publications.
- IV. FINANCIAL CONSIDERATIONS
 - a. Tuition and Fees
 - i. The tuition and fee rates are approved bi-annually by the Board of Regents for TTU and TTUHSC. The cost of attendance, or rate structure, differs between the two institutions. Therefore, at TTU, the student will register for Program courses in the TTU academic period and be assessed tuition and fees based on the approved rate structure for TTU. Similarly, the student will register for courses in the TTUHSC academic period and be assessed tuition and fees based on the approved rate structure for TTUHSC.

TTU Rates: <http://www.depts.ttu.edu/studentbusinessservices/>

TTUHSC Rates: <https://www.fiscal.ttuhs.edu/busserv/bursar/>

- ii. Students will receive a separate bill for their TTU and TTUHSC course enrollments. It is the student's responsibility to adhere to the posted payment deadlines established by each institution. All applicable hold, late fee and cancellation processes apply individually at each institution per published guidelines. If a student is receiving financial aid, the funds will be applied by the awarding institution, to the applicable academic period and the student will be refunded any net overage. It is the students' responsibility to make payment on their account at the other institution.
- iii. Within 30 days after the census date, 12th class day for fall and spring terms or 4th class day for summer terms, the Student Business Services Office at Texas Tech University will apply a Dual Enrolled Waiver to the students' TTU tuition and fee account for any duplicated fees. Duplicated fees are those assessed on both TTU and TTUHSC bills that fund the same service.
- iv. If a student is employed as a TA/RA/GPTI (Employed Student), per the respective institutional Operating Policies, that Employed Student is responsible for obtaining approval from his or her employing department, as well as his or her respective academic department at the primary institution prior to enrolling in any additional degree under the Program. If the Employed Student does not obtain approval prior to enrolling in a degree program at the second institution, the student may be responsible for all tuition and fee charges at both institutions. Employed Students eligible for the graduate TA/RA/GPTI program fee exemption will receive this benefit towards their enrollment at both institutions. If the exemption is funded departmentally, the employing department is responsible for the cost of the exemption at both institutions at the tuition and fee rates approved by the Board of Regents for each separate entity.

b. Student Coding

- i. The institution where the student first enrolls ("Primary Institution") is responsible for facilitating student application to the second institution ("Secondary Institution") for the second degree permitted under a Program.
- ii. The Secondary Institution's Registrar will be responsible for (a) updating, in consultation with its Financial Aid office, the student's code in Banner for the degree added and for (b) notifying the Primary Institution's Registrar to update the student's code in Banner for the first degree using the applicable code from the following table:

DGTP/DGHS	Graduate student: TTU Primary, HSC Secondary
DGHP/DGTS	Graduate student: HSC Primary, TTU Secondary
DUTP/DUHS	Undergraduate student: TTU Primary, HSC Secondary
DUHP/DUTS	Undergraduate student: HSC Primary, TTU Secondary

c. Financial Aid/Scholarships

- i. Both institutions will encourage dual-degree seeking applicants to complete the Free Application for Federal Student Aid (FAFSA) annually beginning October 1 for the subsequent aid year using TTU's federal school code, 003644 and TTUHSC's federal school code, 016024.
- ii. Once the Secondary Institution codes a student for the Program, the Financial Aid Offices of both institutions must coordinate that student's financial aid. The institutions will work together to: (a) insure appropriate eligibilities are considered, (b) avoid over and under-awarding, and (c) make the best available options accessible to the student. Either institution may require additional documentation to adequately support the student's calculated eligibility (consortium agreement, academic transcripts, SAP calculations, etc.).
- iii. Students may apply for scholarships at both institutions. TTU scholarship applications for graduate students are available via the TTU Graduate School. TTUHSC scholarship applications are available by contacting the applicable school at TTUHSC. Each institution will employ established guidelines in rendering scholarship awards.
- iv. Students may be awarded scholarships from both institutions simultaneously. The funds will be applied to the student's account applicable to the institution making the award. TTU and TTUHSC agree to coordinate through their respective Financial Aid Offices and endeavor not to over-award a student in the Program.

d. Withdrawal

- i. The Registrar's office in the institution from which the student is withdrawing will:
 1. Notify the Registrar's office in the institution at which the student is remaining to change the student's assigned code.
 2. Notify financial aid offices at both institutions once student's code has changed.
 3. Notify the student of resources concerning relevant refund policies.
- ii. Students who withdraw from one or both institutions and wish to re-enroll must follow each institution's application procedures for former students.

V. FACULTY

- a. Cross-Institutional Privileges: Faculty teaching courses identified in the curriculum of a Program may apply for the following privileges:
 - i. Library: specific privileges will be identified in the applicable Articulation Agreement.
 - ii. Faculty Parking: TTUHSC has open parking available for TTU faculty. HSC faculty seeking parking privileges on TTU campus will follow this procedure:
 1. The HSC faculty member will submit request for privileges to director of TTU component of

the Program.

2. The director of TTU Program component will forward the request for parking privileges his or her department Chairperson.
 3. The department TTU Chairperson will submit request to TTU Parking Services.
- iii. The parties understand and acknowledge that TTU offers no guarantee that a request for parking privileges will be accommodated.
- b. Research/Intellectual Property: Research and/or intellectual property considerations will be defined in the Articulation Agreement and must comply with TTU System Regent Rules.

VI. GENERAL

- a. Entire Agreement. This MOU states the entire agreement and understanding between the parties, superseding any previous or contemporaneous understandings, commitments, or agreement, oral or written, with respect to the subject matter of this MOU.
- b. Amendment. This MOU may be amended by written agreement of the parties.
- c. Student Services: Program students have access to all student services provided at both institutions.
- d. Student Parking
 - i. TTU students are required to register their vehicle with TTU Transportation and Parking Services. If students are attending courses on the TTUHSC campus, they will be required to obtain a parking permit from TTUHSC Traffic and Parking at no additional cost. This permit will allow them to park in the designated student parking areas on the TTUHSC campus.
 - ii. Students with a valid TTUHSC parking permit will be allowed in commuter lots around the periphery of the TTU campus.
 - iii. Parking policies are specific to the institution and are found at: <http://www.parking.ttu.edu/> for TTU and for TTUHSC Traffic and Parking, at: <https://www.fiscal.ttuhs.edu/parkingserv/>.
- e. Governing law. The validity of this MOU and any of its terms and provisions, as well as the rights and duties of the institutions, are governed by Texas law.
- f. Compliance with the law. Each institution is responsible for complying with applicable laws and regulations.

(Signature page follows)

TEXAS TECH UNIVERSITY

By: _____



Name: Lawrence Schovanec

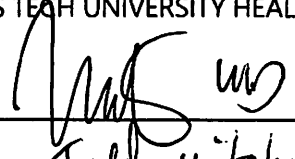
Title: President

Date: _____

7/24/17

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

By: _____



Name: _____

Tedd Mitchell

Title: _____

President

Date: _____

8/14/2017

