

Instructions for Completing this Template

This template is intended to standardize Integrated Degree Program (IDP) Memoranda of Understanding (MOUs). To complete the MOU, download and save a copy of this template as a Microsoft Word document before making any updates. The downloaded copy should be used to enter program-specific information and complete all required fields. This template includes all required sections and standardized language that must be included in every IDP MOU. Standardizing these agreements promotes transparency and consistency for students, advisors, and program facilitators by ensuring a common understanding of IDP requirements, program expectations, and University policies governing Integrated Degree Programs.

- Text preceded by a ✓ is required for all IDPs. Unless otherwise indicated through highlighting and bracketing, this language should remain unchanged.
- Highlighted text and bracketed instructions identify information that must be completed or customized for your specific program.
- Explanatory notes are provided throughout the template to clarify the purpose of each section and how the information will be used during the approval process and in University systems, including Coursedog, the University Catalog, APAS, and PeopleSoft.
- Before submitting the MOU for review, ensure all highlighted placeholders, examples, and instructional text have been removed or replaced with program-specific information.

University of Minnesota
Memorandum of Understanding

[✓ Complete IDP title and abbreviations [Example](#)]

The parties to this Memorandum of Understanding (MOU) are [specify the colleges/departments/units as appropriate [Example](#)]. This MOU documents agreements regarding admission standards, degree progress expectations, and administrative oversight, for the [IDP title]

University of Minnesota Integrated Degree Programs serve as a bridge between undergraduate and graduate programs. Integrated Degree Programs allow University of Minnesota undergraduate students to complete master's level coursework as an undergraduate student and use those courses toward a master's degree program. Students then transition to the graduate program and complete their master's degree as a graduate student.

Program Description

All parties to this MOU agree that the [IDP title] aligns with and contributes to aspects of their respective missions and goals, that they willingly commit their support to the program in the specific ways described below, and that the terms and conditions of this MOU articulate the most appropriate model for supporting the program.

[✓ Provide a robust description of the program including its purpose, academic rationale, objectives and benefits to students. This description is important as it will be used by the Provost and BoR when reviewing your IDP for approval. [Example](#)]

[✓ Links to the webpage for the specific BS and MS programs.]

[✓ Link to programs IDP specific webpage. [Example](#)]

The Integrated Degree Program administrative functions that follow will be implemented as described, in alignment with the Integrated Degree Programs Best Practices.

Admission

✓ Eligibility Requirements

[Include all requirements which must be completed or in-progress at time of application]

✓ Application Timing

Students apply to an integrated degree program the semester prior to the last year of undergraduate academic study, this provides the student one year (two semesters) to complete undergraduate degree requirements and take graduate level courses.

✓ Application Procedure

[How do you apply and list of required supplemental materials if any.]

✓ Application Deadlines

Fall Admission

- Opens on [example: January 1st]
- Final deadline [example: March 1st]

Spring Admission

- Opens [example: June 1st]
- Final deadline [example: October 1st]

✓ Application Review

[Describe what office(s) and/or role(s) are responsible for the review and approval of applicants.]

✓ Application Decisions

[Describe when and how students will be notified of the admission decision. Example: Students will be notified of the outcome of their application via email by December 1 for a spring start or June 1 for a fall start.]

[If you defer decisions or conditionally admit due to in-progress coursework, or delay in posting of grades please describe. If you conditionally admit applicants, please provide additional information regarding when, and why admission may be revoked.]

Administrative Admission Processing

[Identify offices and/or roles responsible for the following action:]

- [When and who is responsible for the adding or removing the 08CD student group in PeopleSoft.]
- [When and who is responsible for emailing the CSE undergraduate records team (cserecords@umn.edu) with the request to add the IDP sub-plan to the student's record in PeopleSoft.]
- [When and who is responsible for adding the graduate career to the student's record.]

Undergraduate Degree Progress

✓ [Describe your process for IDP undergraduate degree planning and who will be responsible for such planning.]

✓ Students admitted to this IDP will complete and be awarded the undergraduate degree within 4 years (8 semesters) for NHS and 3 years (6 semesters) for NAS students. Admission in the IDP will be revoked if the awarding of this bachelor's degree exceeds 8 semesters for NHS students and 6 semesters for NAS students.

✓ Students pursuing a dual undergraduate degree who have an additional undergraduate degree program that is not associated with this Integrated Degree Program (IDP) and has not been completed prior to matriculation into the graduate program must discontinue the additional undergraduate degree program before beginning the graduate program. University policy does not permit students to maintain active undergraduate and graduate careers simultaneously.

✓ [Describe process and approval authority if a course taken as an undergraduate for use in the graduate program requires approval.]

✓ [Describe who is responsible for reviewing the student's APAS and making any necessary exceptions related to the IDP sub-plan.]

✓ The associated bachelor's degree must be awarded prior to the beginning of the master's career. Bachelor's and master's degrees cannot be awarded simultaneously.

✓ Admission to the graduate program is guaranteed providing the student meets the following requirements:

- [Describe your requirements]

✓ Responsibility for clearing the bachelor's degree: [Who is responsible for clearing the bachelor's degree?]

Graduate Degree Progress

✓ Once enrolled in the master's degree, students must complete a minimum of one semester ([??] + course credits) as a registered graduate student completing the master's degree requirements before the awarding of the master's degree.

[Describe your process for graduate degree planning and who will be responsible for such planning.]

- [Describe who is responsible for graduate academic audit.]
- [Describe who is responsible for review of graduate student degree progress.]
- [Describe who is responsible for graduate degree planning and advising.]
- [Describe who is responsible for graduate degree clearance.]

Credit Transfer

✓ [Describe the specific courses, course designators and/or total number of credits which can be taken during the student senior year as an undergraduate and transferred to the graduate program. Here are a few things to keep in mind when describing what courses and credit totals can transfer. This information will also be used when the subplan is created in Coursedog for this specific IDP. Linking to a webpage with this information is not an acceptable alternative.

- There is no credit limit to the number 5xxx level or above credits which can be transferred from undergraduate to graduate program so the MOU needs to clearly indicate your program's specific limitations.
- An exception can be made to transfer up to 9 credits of 4xxx-level coursework. If your program is going to make such an exception, please include the maximum number of credits your program will allow and a list of courses which are approved for the exception.
- If you have any equivalent 4xxx/5xxx level courses which your program is allowing to be used for either the undergraduate, or graduate program you will need to identify them to assure transparency for the student.

✓ Credits cannot be (double counted) used for both the undergraduate and graduate degree requirements. This includes credits used for other undergraduate degrees, majors, or minors.

✓ Credits for a course cannot be split between the undergraduate degrees, majors, or minors and graduate degree programs.

✓ Courses that will be used to fulfill the master's degree requirements must appear in the undergraduate degree sub-plan by the tenth day of the semester in which the student is enrolled in the courses. Any final edits or updates to this sub-plan must be reflected on the APAS no later than the last day of instruction in the semester in which the undergraduate degree will be awarded. Courses not in this sub-plan by that time cannot be updated later and, therefore, will not be eligible for use towards the master's degree.

✓ [Describe when the Transfer Credit from Undergraduate to Graduate Program form should be completed and who is responsible for the form's completion and advisor's signature?]

Curriculum Updates

[Describe who is responsible for reviewing and approving undergraduate/graduate curriculum updates to courses or programs which impact this IDP.]

[Describe who is responsible for updating the MOU if affected by changes.]

[Describe who is responsible for updating Coursedog if affected by changes.]

Sample Plan

Appendix A Sample

[Link to Sample Plan or attach after signature page]

The sample plan demonstrates that the student can complete both the undergraduate and graduate degree programs in 5 years. The plan must include the following:

- Credit count as seen in example.
- All undergraduate requirements to demonstrate that all university, LE, and major requirements can be met for the awarding of the degree.
- Identification of IDP prerequisite courses if required by your program.
- Identification of which courses taken in the student's senior year which will be transferred to the graduate program.
- One year of graduate enrollment to demonstrate that all university, and master's requirements can be met for the awarding of the degree.

You can use the [OUE Sample Plans](#) as a reference when building your five year sample Plan.

[Example of Sample Plan](#)

MOU Review and Amendment

1. All signatories to this MOU (or their successors) will participate in an initial, informal review of the MOU's terms and conditions within three years of the date of the original agreement to assess how the MOU is working and to make adjustments, as appropriate. Any modifications to the original MOU resulting from this review will require approval by all of its signatories (or their successors). A second review, involving all signatories (or their successors), will take place within five years of the approval date of the original MOU. Any changes resulting from the second review will also require approval by all of the original signatories to the MOU (or their successors). Additional stakeholders who were not signatories on the original MOU, may also be invited to participate in the review at the request of any signatory.
2. Should a signatory to this MOU (or that individual's successor) decide to withdraw from the agreement, the following process and notification period will apply: A minimum of one academic year's notice in writing to all signatories.¹
3. If any issues arise that the signatories (or their successors) are unable to resolve, the signatories may appeal to the Associate Dean for Undergraduate Programs and the Associate Dean for Graduate Programs for support in negotiating a solution.
4. If the signatories (or their successors) decide to dissolve the MOU, the following process and timeframe for dissolution will apply: A minimum of one academic year's notice in writing to all signatories. The department's signatories will be given timely notice of the signatories' intent to dissolve the MOU and afforded an opportunity to provide input or assistance, as needed.²

Notification must be in writing, should reflect input and agreement by others who contributed to the initial decision to sign the MOU, and should allow sufficient time for other signatories to assess their obligations to the program and their ability to continue to support it subsequent to the withdrawal. A minimum of one academic year's notice will normally be expected.

² The possibilities that follow a decision to dissolve an MOU are likely to vary and may result in a decision to discontinue the program—in which case University policies and procedures apply (see <https://policy.umn.edu/education/academicprogram>). Parties to the MOU are thus encouraged to consult appropriate leadership to discuss their planned process and timeframe for dissolving the MOU once the decision has been made to invoke the process.

SIGNATORIES:

We, the undersigned, concur with the above agreement, which is binding upon us and our successors:

David Blank
Associate Dean for Undergraduate Programs
College of Science and Engineering
University of Minnesota Twin Cities

Date: _____

Victor Barocas
Associate Dean for Graduate Programs
College of Science and Engineering
University of Minnesota Twin Cities

Date: _____

[Name]
Director of Undergraduate Studies
[Department]
College of Science and Engineering
University of Minnesota Twin Cities

Date: _____

[Name]
Director of Graduate Studies
[Department]
College of Science and Engineering
University of Minnesota Twin Cities

Date: _____

[Name]
[Title]
[Department]
College of Science and Engineering
University of Minnesota Twin Cities

Date: _____