



Western Interstate Commission for Higher Education

3035 Center Green Drive * Boulder, CO 80305 * 303.541.0302

MEMORANDUM OF AGREEMENT

Passport Transfer Framework

Institutional Passport Status:

Student Transfer of the Passport Phase I Block for

Lower-Division General Education —

Written Communication, Oral Communication, and Quantitative Literacy

WHEREAS students enrolled in postsecondary institutions are increasingly mobile and seek programs and opportunities that best meet their academic and career aspirations, and it is incumbent on states and higher education institutions to ensure a seamless process for students wishing to transfer from one institution to another;

WHEREAS this agreement is based upon the recognition of similar expectations of student-learning outcomes in oral communication, written communication, and quantitative literacy;

WHEREAS participating institutions desire to help students avoid the need to repeat academic work that students have already completed successfully;

WHEREAS this Memorandum of Agreement is an interstate agreement that will take effect when at least one pair of institutions, composed of a two-year and a four-year institution in at least two states, participates;

WHEREAS the Passport Transfer Framework, established by this Memorandum of Agreement, is a learning outcomes-based block transfer of participating institutions' lower-division general education requirements in specific areas of learning;

WHEREAS the Passport Transfer Framework is being developed in phases, employing the Association of American Colleges and Universities' Liberal Education and America's Promise (LEAP) Essential Learning Outcomes as a guide;

WHEREAS this Memorandum of Agreement is limited to the Phase I Passport Block, consisting of the areas of oral communication, written communication, and quantitative literacy;

WHEREAS the signatory institutions have submitted the Application for Passport Status, Part One: Institution, and are named in the Application for Passport Status, Part Two: State Set, submitted by their respective pilot state facilitator;

WHEREAS completion and acceptance of the Application for Passport Status demonstrate understanding of and agreement with the Passport Transfer Framework;

WHEREAS each institution, in its Application for Passport Status, has:

- Listed its lower-division general education learning outcomes in oral communication, written communication, and quantitative literacy, and agrees that its learning outcomes in these academic areas map to and are congruent with the Passport Learning Outcomes (PLO) for the Passport Phase I Block (see Addendum A: Passport Learning Outcomes for Lower-Division General Education, Phase I Block, with Proficiency Criteria for Transfer);
- Defined its credits and courses that address the Passport Learning Outcomes;
- Identified the assessment tools it uses to determine achievement of the Passport Learning Outcomes;
- Agreed to track subsequent progress of students who enter with a Passport and exchange appropriate transfer data with relevant partner institutions; use the data collected and exchanged in a self-examination and continuous improvement process; and commit to documenting and sharing student progress and transfer data (see Addendum B: Trust and Tracking);

WHEREAS this agreement addresses lower-division general education learning outcomes for students and recognizes that students in specific academic programs may have additional lower-division, upper-division, or institutional premajor or major requirements in these areas;

WHEREAS each institution agrees that it will award the Passport to students who achieve the Passport Learning Outcomes Block at its proficiency level for transfer and record it in the students' academic records;

WHEREAS each institution understands that Passport Status for Phase I will be extended to other WICHE states and institutions that apply and are approved for participation by the Passport Review Board after the date of this agreement;

WHEREAS each institution agrees to recognize the Passport earned by transfer students from other Passport-status institutions as completing the Passport lower-division general education learning outcomes, Phase I Block;

WHEREAS all Passport institutions participate in an annual meeting to discuss and evaluate a number of issues, including the academic progress of Passport students; the learning outcomes

and assessments in the Passport block; the Passport data collection, exchange, and use for continuous improvement; the costs and benefits to the institutions of participation in the Passport initiative; and potential improvements in all aspects of the Passport project;

WHEREAS Passport institutions agree to abide by decisions of the Passport Review Board; (see Addendum C: Governance Structure);

WHEREAS the initial Passport agreement will be in effect for five years (July 1, 2013-June 30, 2018), in order to provide adequate time for Passport students to complete enough of their academic career to furnish meaningful data;

WHEREAS each renewal of the Passport agreement will have a duration of five years (July 1 to June 30 five years hence);

WHEREAS each institution will notify the Passport staff of its interest in continuing as a Passport institution by April 30 of the year nearest to the end of its current Passport Agreement;

WHEREAS institutions electing to continue their Passport status will be reviewed by the Passport Review Board for completion of the terms of the Passport Agreement; institutions will be notified of their Passport status by the Passport Review Board no later than one month after the Passport annual meeting, including the basis of the decision and a description of a process for appealing the decision if an institution so desires;

Now, therefore, we

AGREE to this Memorandum of Agreement as the authorized academic officers of the institutions listed below.

L. Halverson 7-8-13
Name Date
Title VP Academic Affairs, Lake Region State College
Western Interstate Commission for Higher Education

From Institutions in the State of ND :