
MIIS MEMORANDUM OF UNDERSTANDING DECISION TREE

1. Before starting through this Decision Tree, it is important to consider the following issues about the potential partnership being explored:
 - a. What are the benefits of pursuing formal arrangement – would letter of intent or memorandum of agreement be sufficient?
 - b. Is there programmatic/department approval for pursuing this relationship? Will it help achieve objectives of program/department
 - c. What risks/liabilities are there if we sign MOU?
 - d. What resources, if any, might be needed, i.e., will there be need for additional staff/faculty, funding, and/or space? If there are, how will these be obtained?
2. Is the relationship or arrangement intended to be definitive and binding or is it an informal agreement to discuss potential future cooperation?
 - a. If “potential future cooperation”, the use the “Cooperation Template”.
 - b. If “definitive and binding”, then proceed to the remainder of the questions.
3. Is the agreement limited to making scholarships available at MIIS for a certain population of students or obtaining scholarships for MIIS students at another institution?
 - a. If “yes”, then use the “Scholarship Template”.
 - b. If “no”, then proceed to the remainder of the questions.
4. Is the agreement a student exchange arrangement with another institution?
 - a. If “yes”, then use the “Exchange Template” and proceed to question 7.
5. Is the agreement for an internship arrangement?
 - a. If “yes”, then use the “Internship Template” and proceed to questions 6-7.
6. Is the agreement for student recruiting services?
 - a. If “yes”, then is it limited to foreign students who reside in foreign countries and are not eligible for federal financial aid?
 - i. If “yes”, then use the “Foreign Student Recruitment Template”.
 - ii. If “no”, then review with counsel or compliance officer to ensure compliance with the prohibition on incentive compensation.
7. Does the arrangement involve MIIS oversight of a program, internship or academic site outside of California or Vermont?
 - a. If “yes”, then review with counsel or compliance officer to ensure compliance with state authorization requirements.
8. Does the arrangement involve an exchange, internship or outsourcing of >25% of an academic program?
 - a. If “yes”, then review with counsel or compliance officer to ensure compliance with federal financial aid rules regarding the provision of educational programs through written arrangements.