*An MOU outlines broad terms and understanding of a proposed agreement. Expresses mutual intention to work together towards a common goal. Outlines parties intention to cooperate or engage in joint activities. May cover areas such as research collaboration or student exchanges. An MOU is typically used for non-legally binding common-cause agreements.*

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**RADFORD UNIVERSITY**

**and**

**INSTITUTION NAME**

**Memorandum of Understanding**

This Memorandum of Understanding is made as of the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_ 20\_\_ by and between Radford University, a state agency and public institution of higher education of the Commonwealth of Virginia, hereinafter referred to as "**UNIVERSITY**" and [Institution Name], a [description of the external agency, e.g., non-profit organization, government agency, corporation], hereinafter referred to as the "**INSTITUTION**". The purpose of this memorandum is to provide: (description of what the purpose of the MOU will encompass. i.e. educational opportunities for SWCC Honors College students to be admitted into the Radford University Honors College)

**Eligibility:**

To be eligible for admission into the Radford University Honors College, XXXX students must:

* Complete a transfer-oriented Associate’s Degree or complete at least one year as an XXXX Honors transfer student.
* Complete the XXXX Honors core curriculum and be an active participant in the Honors Program. The core curriculum consists of 4-7 honors credits, 6-12 honors coursework credits, capstone research project and community service hours.
* Present a minimum cumulative grade point average of 3.50 (4.0 scale) upon application to Radford University and upon graduation/transferring from XXXX.

o If a student has attended multiple institutions, they must have earned a minimum cumulative grade point average of 3.50 on a 4.0 scale at XXXX and all previous institutions.

o All work attempted at XXXX and any other institution(s) attended will be included in the GPA considered by Radford University.

o Eligible transfer students must provide transcripts from all institutions attended.

o Be admitted to Radford University.

* Students who did not complete the XXXX Honors curriculum may still be admitted to the Radford University Honors College through the normal transfer application process.

**Implementation**

• Radford University Honors College will recognize the four-seven humanities honors credits completed at XXXX and apply them toward honors courses, as well as accepting the courses designated as honors coursework on student’s transcripts. These credits will go toward satisfying requirements for the 27-credit Radford University Highlander Honors Scholar track.

• XXXX honors students may instead use earned honors credits toward the requirements for the 15-credit Radford University Highlander Honors Distinction track. If so, students would be required to complete a minimum of three honors credits plus the honors capstone project at Radford University to complete this track.

• In the realm of collaboration, Radford University Honors students will be invited to participate in study abroad activities at SWCC with an approval from the Radford University Honors College Director. SWCC Honors students will be invited to participate in the Radford University Honors Capstone Showcase with an approval from the SWCC Honors College Director. (Sample language, if applicable)

• This MOU shall commence on Month, Date, Year, with the intent to admit the first students in Month, Year, or as soon thereafter as administratively possible.

**Benefits**

XXXX transfer students who are admitted to Radford University Honors College will be eligible for the following: Update as applicable

• Graduate as a Highlander Honors Scholars or with the Highlander Honors Distinction.

• Honors recognition on student’s~~'~~ transcript and special regalia at graduation.

• Participation in all Radford University Honors College activities, events, organizations

• Additional honors advising from Honors College Faculty Fellows.

• Eligibility for housing in the Honors Living Learning Community .

• Priority course registration beginning the first fall semester after matriculation.

**Notice of Change or Termination**

Either institution may withdraw from this MOU by notifying the other no less than one academic year before the intended date of termination. No further admissions shall be made under this MOU after such notice is given, but students already admitted to Radford University will be allowed to transfer into the Radford University Honors College. This MOU may be revised or modified only by mutual consent. All modifications must be in writing and signed by an official of the **UNIVERSITY** and **INSTITUTION**. The effective date of any modifications is the date of the final signature, unless otherwise expressly stated in the written modification.

**Miscellaneous**

* 1. **Nondiscrimination**. The **University** and **Institution** subscribe to the policy of equal opportunity and do not discriminate on any basis prohibited by state or federal law.
  2. **Governing Law**. This **MOU** shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before a proper state or federal court in the Commonwealth of Virginia.
  3. **Severability.** Should any portion of this **MOU** be declared invalid or unenforceable for any reason, such portion is deemed severable from the **MOU** and the remainder of this agreement shall remain fully valid and enforceable.
  4. **Third-Party Beneficiaries.** No third party is entitled to rely on any of the representations, warranties and agreements of the Parties contained in this Agreement. No Party assumes any liability to any third party because of any reliance on the representations, warranties and agreements of the Parties contained in this Agreement.
  5. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. A telecopy, facsimile, scanned copy (for example, in pdf or jpeg format) or other similar reproduction of a signature of this Agreement shall have the same effect as an original for all purposes.
  6. **Notices.** Any notice or other communication required or permitted by this **MOU** shall be directed to appropriate contacts below at the **University/Institutions**, or to such other address as may be specified in writing by the **University**/**Institutions**:

For **Radford**:

1. Dr. Bethany Usher, Provost and Senior Vice President for Academic Affairs, [usher@radford.edu](mailto:usher@radford.edu)
2. Philip Crigger, Contracts and Agreement Coordinator, Procurement and Contracts, [pcrigger@radford.edu](mailto:pcrigger@radford.edu)

For VCCS by Partner:

a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In witness whereof, the undersigned have caused this Memorandum of Understanding to be duly entered into as of the date above written.

**Radford University**

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**College Director**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. Bethany Usher, Provost and Senior Vice President for Academic Affairs**

Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. Bret Danilowicz, President**

Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phil Crigger, Contract & Agreement Coordinator** Does not need signed by Phil if President signs

Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Southwest Virginia Community College (Change to identify agency)**

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Associate Dean**

Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President of Academic and Student Services**

Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President**

Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**