**INDIANA UNIVERSITY**

**OFFICE OF ONLINE EDUCATION**

**Indiana University Online Class Connect (IUOCC)**

**Memorandum of Agreement**

This agreement (“Agreement”) among the five regional campuses and the Office of Online Education of Indiana University is made and entered into as of this 1st day of January 2020 (Effective Date). The Agreement shall automatically renew annually after the Effective Date, and may only be terminated in writing by the mutual agreement of all parties to this Agreement. The Agreement may be reviewed at any time at the request of a regional campus in consultation with the Office of Online Education, and will only be modified by the mutual agreement of all parties to this Agreement.

**Definitions and Responsibilities**

*Campus of enrollment* is the campus to which a distance education student applies and is accepted to complete an academic program. The campus of enrollment is responsible for:

* recording and certifying enrollment, including course withdrawals;
* recording course grades;
* granting credit for online courses through IUOCC and recording the credit on the students’ transcripts;
* validating placement examination results received from the campus of instruction, recording special credit on the students’ transcripts as deemed appropriate;
* providing student services, including but not limited to student advocacy, disability accommodations, mental health counseling, tutorial services, and financial aid services;
* serving as the first point of contact for students, coordinating services with the campus of instruction as needed with the goal of providing the best benefit to the student; and
* billing and collecting its own tuition and fees.

*Campus of instruction* is the campus which provides online instruction and class support. The campus of instruction is responsible for:

* providing course content and delivery to all students enrolled through IUOCC, regardless of campus of enrollment, including ensuring students have access to course materials by properly combining IUOCC class sections from other campuses in Canvas prior to the first day of classes;
* providing the opportunity and means for students enrolled through IUOCC to take placement examinations in an effort to earn credit for prior learning;
* ensuring that all placement examination results be forwarded to the campus of enrollment for validation and recording of special credit on the students’ transcripts;
* ensuring that the class is compliant with all federal and accreditor regulations for online classes;
* ensuring student access to library and other academic support services required for the course;
* providing any student services directly related to the class instruction as requested by the campus of enrollment on behalf of the student;
* assessing student work and assigning grades; and
* using FLAGS and other IU systems for tracking student progress.

*IU Office of Online Education:*

* manages the IUOCC process in collaboration with campus academic leadership, campus registrars, and USSS staff;
* oversees compliance with federal and accreditor regulations, and notifying and assisting the campus of instruction when a class is found to be at risk for non-compliance;
* maintains web-based searchable catalog of online academic courses and programs at all levels;
* provides services to supplement those offered by the campuses and to facilitate continuity of services and conflict resolution among campuses to better support online student success; and
* provides staff who can answer questions about distance education and connect students expressing interest in online classes with the appropriate academic programs and campus offices.

*The University Bursar:*

* works with campus CFOs to determine the process for sharing the revenue for students who enroll in an IUOCC class at campus other than their home campus of enrollment; and
* works with campus CFOs to conduct the end of term revenue share adjustments.

*The University Registrar:*

* works with campus registrars to notify faculty that their classes are included in IUOCC; and
* determines the process for notifying bookstores about IUOCC classes in sufficient time for IUOCC students to obtain required materials for the class.

*USSS / Student Information Systems:*

* includes the class in the student’s official transcript and GPA computation;
* working with the university and campus registrars and the Office of Online Education, provides the method for replicating IUOCC classes to the other campuses so that they are listed in those campuses’ schedule of classes;
* determines technical eligibility of classes according to criteria specified by campus registrars and academic leadership;
* provides a search function for students which lists the classes taught by the campus of enrollment before the classes taught by other campuses; and
* provides reports as needed by the Office of Online Education for monitoring IUOCC classes and students.

**Basic Operating Rules**

*IUOCC Replication and Enrollment:*

* By agreement of the academic leadership and registrars at participating campuses, as facilitated by the Office of Online Education, and within current technical functionality, classes coded as “Online All” (i.e., 100% online, with no required on-campus or synchronous components) will be listed through IUOCC on the schedules of classes and available to students at all participating IU campuses. Academic leadership at each campus, in collaboration with the Office of Collaborative Academic Programs and the Office of Online Education, will agree upon the classes to be included in IUOCC for a given semester.
* All classes included in IUOCC will follow the [IU Undergraduate Master Course Inventory Policy](http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/undergrad-master-course-inventory.shtml) that ensures “comparability among identically numbered courses,” requiring, among other things, mutually agreed upon “prerequisite qualifications for students taking the course.” Exceptions to consistency among course prerequisites will be made only for courses that have been reviewed and approved by faculty in collaborative academic programs, such as the Bachelor of Applied Science (BAS).
* A student who takes a class through IUOCC (IUOCC student) follows the policies and procedures of the campus of enrollment.
* Faculty assessing student work and assigning grades will follow the policies and procedures of the campus of instruction. COI faculty who require proctored exams will use UITS proctoring solutions or help COE students make arrangements, such as using the COE testing center, that do not require COE faculty involvement.
* The IUOCC student enrolls for the class at only one campus (the campus of enrollment).
  + - The campus of instruction class rosters will include IUOCC students from other campuses. To avoid double-counting, these headcounts and credit hours are not included in official enrollment statistics of the campus of instruction. Further, a student’s residency (and therefore tuition rate) is determined by the campus of enrollment.
    - The IUOCC replication process will be governed by the following rules:

1. The final draft of the IUOCC Eligible Class list(s) will be approved by the regional campus EVCAAs and the Office of Collaborative Academic Programs, coordinated by the Office of Online Education.
2. Registrars may only replicate classes listed on the *final draft* of the IUOCC Eligible Class list(s) as issued by the Office of Online Education.
3. The final draft of the IUOCC Eligible Class list(s) will be available at least 1 week prior to the start of registration on the regional campuses.
4. IUOCC class sections will have an enrollment capacity of no more than 40 students.
5. One section of a course from any Campus of Instruction may be replicated by Campus A at a time. An additional class section may be replicated by Campus A only after each existing IUOCC section of that course from Campus A is full.
6. Prior to replicating any IUOCC class, the campus registrar will ensure that the class contains the standard IUOCC class note:

"This is a 100% online class taught by IU [campus name]. No on-campus class meetings are required. A distance education fee will apply; check your campus bursar website for more information. Textbook purchases may be made through your home campus bookstore.”

1. Prior to replicating any IUOCC class that is part of a collaborative academic program, the campus registrar will ensure that the class contains the collaborative academic program class note:

"This class is offered as part of a collaborative academic program. Please consult with your advisor to ensure this class will count toward your degree requirements.”

1. Prior to replicating any IUOCC class, the campus registrar will ensure that any prerequisites for the class are clearly stated in the class notes.
2. The last date that an IUOCC replicated class with enrollments from campuses other than the Campus of Instruction may be canceled or removed from IUOCC is one week prior to the first day of classes.

*Student Eligibility for Course Registration:*

* The IUOCC student must be admitted to the campus of enrollment and be eligible to register in the IUOCC class offered by the campus of instruction.
* The IUOCC student must meet the prerequisite requirements of the campus of instruction.

*Course Credit:*

* Credit (and grades) earned from classes taught by the campus of instruction are treated as campus of enrollment credit for purposes of satisfying residency requirements and financial aid eligibility. In all other ways, the campus of enrollment is the final authority for determining how the course applies to the student’s degree program.
* The campus of enrollment receives credit for any state performance funding relating to enrollment, completion, or graduation.

*Withdrawal:*

* A student who wants to withdraw from an IUOCC course does so through the campus of enrollment, and the policies of the campus of enrollment prevail regarding withdrawal processes (including automatic withdrawals) and refunds.
* For those students who have stopped attending, the campus of instruction, through use of student tracking systems, provides the campus of enrollment with the student’s last date of recorded attendance.

*Grade Reporting:*

* The campus of instruction records the IUOCC student’s official grade on the appropriate grade roster.
* The campus of enrollment treats the grade in an IUOCC course as resident credit.

*Cost sharing / rate reimbursement:*

* The campus of enrollment charges IUOCC students its tuition and fee rates. The campus of instruction does not assess any of its fees.
* The campus of enrollment shares a specified percentage of tuition collected (but not other fees), whether in-state or out-of-state, with the campus of instruction. The percentage is determined by the University Chief Financial Officer, in collaboration with campus academic leadership and fiscal officers. For this Agreement period, the revenue share is 70% distributed to the campus of instruction and 30% distributed to the campus of enrollment. The amount shared is capped at 100% of the course tuition rate of the campus of instruction.
* The campus of enrollment retains all other campus fees assessed.
* The University Bursar conducts the end-of-term settlement of income sharing among IU campuses for enrollment in IUOCC classes.

The undersigned acknowledge and agree to all operating rules in this Agreement:

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Chancellor, Indiana University East Date

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Chancellor, Indiana University Kokomo Date

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Chancellor, Indiana University Northwest Date

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Chancellor, Indiana University South Bend Date

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Chancellor, Indiana University Southeast Date

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Associate Vice President and Director Date

Office of Online Education