



## Interstate Passport Network MEMORANDUM OF AGREEMENT

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;

The Interstate Passport Network (Network) is a consortium of public and private, regionally accredited two-year and four-year institutions dedicated to providing an efficient process for students transferring from one institution to another and avoiding the need to repeat academic work already successfully completed;

The Network is governed by the Passport Review Board, its policymaking body, according to its current bylaws (*Addendum A: [Bylaws](#)*) as may be amended from time to time;

Initial membership categories and fees will be offered in conformance with the fee schedule set by the Passport Review Board (*Addendum B: [Fee Schedule](#)*);

The Passport, focused on students and designed and developed by faculty, articulates block transfer based on learning outcomes for lower-division general education in the nine identified Passport areas and includes a process for tracking student academic progress;

The Passport is awarded by the Network's institutions to their students who achieve the Passport Learning Outcomes in all nine areas at transfer-level proficiency (*Addendum C: [Passport Learning Outcomes](#)*):

- Oral Communication
- Written Communication
- Quantitative Literacy
- Human Cultures
- Natural Sciences
- Human Society and the Individual
- Creative Expression
- Critical Thinking
- Teamwork and Value Systems

The Passport transfers as a block and is recognized by each Passport receiving institution as fulfilling lower-division general education requirements in the nine identified Passport areas. However, students in specific academic programs or with specific degree requirements may have additional lower-division, upper-division, or institutional pre-major or major requirements in these nine areas;

Faculty at participating institutions may recommend substantive changes to the Passport Learning Outcomes through their Passport State Facilitator serving on the Passport Review Board, which has the authority to re-convene faculty representatives to discuss potential changes;

An institution or system of institutions approved to participate in the Network has applied for Passport Status, ensuring that it has, in consultation with faculty,

- Reviewed the Passport Learning Outcomes for congruence with its own and finds them acceptable as the basis of transfer as a block and agrees to accept the Passport as meeting all of its lower-division general education requirements in the nine identified Passport areas;
- Constructed its Passport Block containing a list of courses and/or learning experiences that its students can use to achieve the Passport Learning Outcomes at the proficiency level for transfer defined as a minimum grade of “C” or its equivalent in each course. (See Addendum D: [Faculty Handbook: Constructing Your Institution’s Passport Block](#));
- Provided a copy of the Passport Block to the registrar to use in establishing processes and procedures for awarding the Passport;

An institution or system of institutions approved to participate in the Passport Network has also ensured that its Registrar(s) will:

- Put in place methods to identify and award the Passport to students who have earned it, note it in the students’ transcript, and notify the students that they have been awarded a Passport;
- Participate in *Passport Verify*, operated by the National Student Clearinghouse, by supplying data at the end of each term on students to which the institution has awarded a Passport and using the service to verify and recognize in its records that incoming transfer students have been awarded a Passport;
- Participate in *Academic Progress Tracking*, operated by the National Student Clearinghouse and the Passport’s Central Data Repository, by supplying de-identified student data on the academic performance of three populations of students: 1) students who earned the Passport at the institution (data for at least two terms after earning it); 2) students who transferred into the institution with a Passport (data for at least two terms after transfer); and 3) students who transferred into the institution without a Passport (data for at least two terms after transfer). Graduation data will also be provided for these three populations.
- Comply with the Passport’s data management plan in carrying out the above tasks and other data sharing activities of the Network (See Addendum E: [Passport Data Management Plan](#) and Addendum F: [Handbook for Registrars and Institutional Researchers](#));

An institution or system of institutions approved to participate in the Passport Network also ensures that it will inform prospective students of the opportunity to earn a Passport via the institution’s website and other relevant communications with those students.

This Network agreement will be in effect for five years unless:

- An institution notifies the Board during the term of the agreement of its inability to continue as a member of the Network and agrees as a condition of withdrawal to recognize all previously granted Passports and obligations to such students and to pay all applicable fees due OR
- Quality control issues are identified with an institution’s participation that are not remedied within a reasonable period of time and result in action by the Passport Review Board.

Members in good standing, as defined by the bylaws, may renew for periods of five additional years.

Now, therefore, we

**AGREE to this Memorandum of Agreement as the authorized representative for**

\_\_\_\_\_ in the state of \_\_\_\_\_  
*(Name of institution, system, or state agency)<sup>i</sup>*

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

*Please print:*

Name:

Title:

Mailing Address:

Phone:

Email Address:

**For the Western Interstate Commission for Higher Education**, a 501c3 not-for-profit organization, that manages the Interstate Passport Network

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

Name: Patricia Shea

Title: Director, Academic Leadership Initiatives

Phone: 303.541.0302

Email Address: [pshea@wiche.edu](mailto:pshea@wiche.edu)

*This agreement should be submitted to:*

**Interstate Passport Network – WICHE – 3035 Center Green Drive – Boulder, CO 80301**

<sup>i</sup> If signing for a system or state agency, attach a list of all institutions included in this Memorandum of Agreement.