



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 not-for-profit public and private, institutionally accredited¹ 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 its policymaking body, the Passport Review Board, according to its current bylaws and its associated policies (*Addendum A: [Bylaws](#)*) which 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 Interstate Passport program, focused on students and designed and developed by faculty, articulates block transfer based on learning outcomes for lower-division general education in nine identified knowledge and skill 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 institution pre-major or major requirements in these nine areas.

¹ List of approved accrediting agencies for member institutions: [Middle States Commission on Higher Education \(MSCHE\)](#), [Higher Learning Commission \(HLC\)](#), [New England Association of Schools and Colleges \(NEASC-CIHE\)](#), [Commission on Institutions of Higher Education](#), [Northwest Commission on Colleges and Universities \(NWCCU\)](#), [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#), [Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#), and [Western Association of Schools and Colleges \(WASC\) Senior College and University Commission \(WSCUC\)](#)

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, 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;
- 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 1) supplying *Passport Completion* data at the end of each term on students to which the institution has awarded a Passport and 2) using the service, as needed, to verify and document, in its records which incoming transfer students have been awarded a Passport;
- Participate in *Academic Progress Tracking*, operated by the National Student Clearinghouse 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 and to transfer in and out with it 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.

For members in good standing, as defined by the bylaws, memberships will be automatically renewed in five-year increments contingent upon meeting Interstate Passport requirements set out in the Memorandum of Agreement at the time of renewal. Following the first five-year term, any institution, system or state agency member of the Network may withdraw from participation by providing written notice to the Interstate Passport director one year in advance of withdrawal.

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)ⁱ

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: Sarah Leibrandt, Ph.D.

Title: Director, Academic Leadership Initiatives

Phone: 303.541.0221

Email Address: sleibrandt@wiche.edu

This agreement should be submitted to:

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

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