University of Louisville
Memorandum of Agreement/Understanding (MOA/MOU) or Affiliation Agreement*
Review and Approval Process

1. New Affiliation Agreements for student internships or field placement should be sent to the Provost Office after approval by the Dean.

2. New International Faculty or Student Exchange Agreements should be sent to the Provost Office after approval by the Dean.
Go to http://louisville.edu/studyabroad/facultyandstaff for the International Center Forms.

3. All other agreements involving academic programs, courses or partnerships must have a letter of Intent completed and approved by the Provost Proposal Review Committee prior to the development of the agreement. If approved, the agreement can be developed and sent to the Provost Office by review, approval and signature. http://louisville.edu/oapa/accreditation-academic-programs-1/consortial-agreements.

Agreements involving Academic Programs or Courses
Provost Proposal Approval Committee reviews the Letter of Intent (LOI). If the LOI is approved the Unit can develop the agreement.

Unit Dean’s office approves draft agreement or develops letter of intent and forwards to Provost Office (or accreditation liaison for agreements involving academic programs).

Agreement returned to unit for revision

Provost Office forwards agreements to Legal Counsel & SACSCOC Liaison

Legal Counsel signs off on the agreement

Provost or designee signs agreement; unit retrieves signed document

Unit dean and external partner sign the university-approved agreement

Final, signed agreement sent to Assoc. Provost/ SACSCOC Accreditation Liaison

SACSCOC approval required?*

Yes

Accreditation liaison submits agreement/ other required documentation to SACSCOC

No

SACSCOC Review

Approved agreement implemented – Send copy to Provost

NOTES:
A copy of the final, signed MOA/MOU agreement must be submitted to the Provost Office.

Final, signed copies of all MOA/MOU documents and/or Affiliation Agreements should be retained in the office of the unit dean.

Any change to the agreement’s implementation should be reported to the Associate Provost/Accreditation Liaison.

*Affiliation Agreements do not typically require SACSCOC approval. Check with the Associate Provost/Accreditation Liaison.