Memorandum of Understanding between
Tennessee Higher Education Initiative and
[COLLEGE PARTNER]

The mission of Tennessee Higher Education Initiative (THEI) is to disrupt systems of harm and create opportunities for autonomy and success by providing college access to people inside Tennessee prisons, preparing students for skillful re-entry, and reducing barriers to continued education and achievement. In recognition of this mission, [COLLEGE PARTNER] will support the fulfillment of the work of THEI through implementation of the following:

Contact
The main point of contact for THEI is the Executive Director. The ED is responsible for ensuring that all agreed upon duties required of THEI by [COLLEGE PARTNER] are carried out. In turn, the [COLLEGE PARTNER POINT OF CONTACT] will serve as the main point of contact for [COLLEGE PARTNER].

Curriculum & Instruction
[COLLEGE PARTNER] will maintain a quality program. The program will be recognized by the regional accrediting agency (SACS-COC) and responsive to the educational objectives of the prison population. Working in partnership with THEI, the college will select courses required for the degrees offered. The college will assign all faculty, and set all academic standards including prerequisite scores and classes, and support services. Course enrollment will not exceed 25 students per class without the approval of the [COLLEGE PARTNER] Academic Division Dean.

[COLLEGE PARTNER] recognizes that instructors will be classified as “volunteers” by the Tennessee Department of Correction (TDOC), and as a result will undergo a background check and participate in a two-hour volunteer training session at the prison prior to the start of class. [COLLEGE PARTNER] understands that instructors must abide by the rules and regulations set by the prison at all times. [COLLEGE PARTNER] also agrees to ensure that instructors are qualified in the subject field as defined by SACS-COC.

Rates & Fees
[COLLEGE PARTNER] will provide classes at a rate of $XXXXX for a maximum of 25 students per class per semester regardless of “out of state” or “foreign” designation; [COLLEGE PARTNER] will consider all students in Tennessee correctional facilities as “local.” $XXXXX per course per semester will cover instructor pay and ancillary [COLLEGE PARTNER] resources utilized by THEI on an ad hoc basis.

In addition to the $XXXXX per course, THEI will cover the cost of textbooks, course materials, the retrieval of student transcripts, and pay $XXXXX mileage stipends to each instructor at the start of each semester. Travel reimbursement for all other [COLLEGE PARTNER] employees will be set prior to the start of each semester based on [COLLEGE PARTNER] travel policies.
Testing
[COLLEGE PARTNER] will permit Accuplacer testing (or the equivalent) on-site once per year (prior to the Spring semester). The test will be administered by a certified proctor. [COLLEGE PARTNER] will allow each applicant two Accuplacer attempts (in Reading and Sentence Skills). In the event that a student is ESL, [COLLEGE PARTNER] will consider waiving the requirement of the Michigan Test in favor of the Accuplacer Exam if he is deemed to be fluent by the principal at the prison or the THEI Executive Director.

[COLLEGE PARTNER] will also allow one round of the graduation exit exam per year. The test will be administered by a designated proctor from the THEI staff.

Academic Advising
While incarcerated, students will be advised by THEI staff working in partnership with [COLLEGE PARTNER POINT OF CONTACT], and [COLLEGE PARTNER] Director of Admissions, Student Services, and Academic Affairs. Prior to release, [COLLEGE PARTNER] will provide one advisor or point of contact for the students who are making the transition to the [COLLEGE PARTNER] campus.

Student Release or Withdrawal
In the event that a student is released during a semester, [COLLEGE PARTNER] will be amenable to student completion of the course(s) in one of two ways, as determined by the appropriate Academic Dean: 1) Student will be transferred to an existing campus course(s) to finish the duration of the semester; or 2) Instructor will work directly with the newly released student to complete the coursework. Should a student be transferred to another correctional facility mid-semester, [COLLEGE PARTNER] will withdraw the student from the course(s) upon written request from the Executive Director (or designee).

This Memorandum of Understanding will serve for a term of five years, to be renewed on an annual basis.

In witness whereof, the parties have by their duly authorized representatives set forth their signatures:

Tennessee Higher Education Initiative

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[COLLEGE PARTNER]

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