MEMORANDUM OF UNDERSTANDING (MOU) FOR
DISTANCE LEARNING (EDUCATIONAL SERVICES)
DANTES INDEPENDENT STUDY OR EXTERNAL DEGREE PROGRAMS
FISCAL YEARS 2005-2009

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MEMORANDUM OF UNDERSTANDING (MOU) FOR
DISTANCE LEARNING (EDUCATIONAL SERVICES),
DANTES INDEPENDENT STUDY, OR
EXTERNAL DEGREE PROGRAMS

FISCAL YEARS 2005-2009

Introduction

Definition
This MOU defines the relationship between DANTES and regionally
accredited educational institutions.

Services Provided
Services provided for military personnel, both Active duty or Reserve
component, may include

- Individual courses,
- Certificate or degree programs, or
- Related support for courses at a distance.

Delivery Methods
Methods of instruction include but are not limited to

- print-based correspondence courses
- computer-delivered courses
  - Internet-based, on line
  - CD-ROM
  - computer conferencing
  - E-mail
  - bulletin board
  - chat room
- video tape
- audio tape
- satellite to home delivered
- satellite to off-campus site
- combinations of the above

Continued on next page
Introduction, Continued

DANTES' Responsibilities
DANTES' responsibilities are fully listed in the attachment to this MOU. Briefly, DANTES will list the school's address, point of contact, and descriptive, programmatic information in either the:

DANTES Independent Study Catalog and/or the DANTES External Degree Catalog

If, after being listed in the catalog for 2 consecutive years, the school has fewer than 10-20 course enrollments per year, we will move the school to a modified listing that provides only the address and point of contact. Tuition assistance will continue to be authorized for the school.

If a school has no apparent military enrollments for 2 years, we will remove the school from the catalog.

Institution's Responsibilities
The institution will provide the services checked below through September 30, 2009, or until any applicable enrollments expire. The institution's responses to the Acceptance Questionnaire are considered to be an appendix to this MOU.

<table>
<thead>
<tr>
<th>Check</th>
<th>Kind of courses or program</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Independent Study</td>
</tr>
<tr>
<td>X</td>
<td>External Degree Program</td>
</tr>
<tr>
<td>X</td>
<td>Credit-Bearing Certificate Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check</th>
<th>Level of program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High School</td>
</tr>
<tr>
<td>X</td>
<td>Certificate (Credit-Bearing)</td>
</tr>
<tr>
<td></td>
<td>Associate</td>
</tr>
<tr>
<td>X</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td>X</td>
<td>Masters</td>
</tr>
<tr>
<td></td>
<td>Doctoral</td>
</tr>
</tbody>
</table>
Introduction, Continued

Signatures

After signing, please return the original of this MOU without the attachment to:

DANTES (Code 20H)
6490 Saufley Field Rd
Pensacola, FL 32509-5243

After it is signed by the Director, DANTES, we will return it to you.

SIGNATURES
Term: FY 2005-2009

Defense Activity for Non-Traditional Education Support

By: ________________________________ Date: ________________________________

DR JEFF CROPSEY, Director

Educational Institution

By: ________________________________ Date: 7/26/05

Responsible Official (Print): Dr Sandra Flake

Title: Provost

Institution Name: University of West Florida

Address: 11000 University Parkway

Pensacola Florida 32514-5750

APPROVED AS TO FORM AND LEGALITY

[Signature]

WFF ATTORNEY
Responsibilities and Operational Procedures

Characteristics

<table>
<thead>
<tr>
<th>How This MOU Applies</th>
<th>This MOU applies to active duty and Reserve component military personnel who enroll through any of the three methods of payment:</th>
</tr>
</thead>
</table>
|                      | • Students paying their own tuition and fees  
|                      | • Students who receive VA reimbursement  
|                      | • Students receiving tuition assistance (TA) (whether reimbursed by DANTES, the Service, or funded up-front by the Service) |

**Note:** This MOU does not imply that TA funds are always authorized or available.

<table>
<thead>
<tr>
<th>TA Payment Policy by Military Service</th>
<th>DANTES processes TA for:</th>
</tr>
</thead>
</table>
|                                       | Active Duty  
|                                       | • Army  
|                                       | • Navy  
|                                       | • Marine Corps  
|                                       | • Active Guard and Reserve (AGR)  

| Reserve Component | DANTES may support additional client groups without modification to this MOU. Some Services reimburse their members directly without involving DANTES. Each Service reimburses or funds 100 percent of tuition charges up to specific caps.  
|                   | • Army National Guard  
|                   | • Army Reserves  
|                   | • Air Force Reserves  
|                   | • Air National Guard |

| Education Counseling Required | Prior to enrolling, Service members must receive counseling from their local Education Counselors regarding Service-specific TA policies. |

*Continued on next page*
Characteristics, Continued

Modification of This Agreement

- This agreement may be modified at any time by mutual agreement, in writing, of both parties.

- If either party fails to agree upon any such change, this agreement shall become null and void.

- DANTES will initiate a review of this MOU at least every 5 years.

Advance Notification of Termination

Neither party may terminate this MOU without giving 30 days advance written notice.

Prohibition of Discrimination

DANTES will not enter into an affiliation with any institution that discriminates in any way regarding race, color, religion, age, gender, or national origin.

Continuation of Educational Services

If this MOU is terminated by either party, DANTES will have the right, as its option, to continue to receive educational services for those students already enrolled until the students complete the distance learning courses or degree programs in which they are enrolled. The terms and conditions on the date of the termination of the MOU shall continue to apply to such students.

Note: Termination by either party shall not be the basis for any special claim by the school, other than standard charges for unpaid tuition charges or fees for services already delivered.

School Legal Problems

The school will notify DANTES immediately of any forthcoming legal action concerning fiscal or academic problems that would jeopardize actively enrolled students.

Continued on next page
### Characteristics, Continued

<table>
<thead>
<tr>
<th>Prohibition of Obligations by DANTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>This MOU shall not impose any obligation on DANTES to request any service or to make any payment except as provided herein and negotiated between the parties as previously outlined.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOC Membership Requirement</th>
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<tbody>
<tr>
<td>Two-year schools offering undergraduate courses or programs only up to the Associate’s level must be members of the Servicemember’s Opportunity College (SOC).</td>
</tr>
</tbody>
</table>
Institutional Requirements

Instructional Materials

The institution will provide instructional materials and exams to military personnel in the same timeframe and manner as other students at a distance, applying the same academic regulations, quality of materials, and counseling privileges.

DANTES Enrollment Form

The institution will accept the DANTES Enrollment Form for Service Members (DANTES 1562/31) from military students and:

- Verify all information pertaining to school, registration, and payment is correct.

- Keep one copy of the DANTES 1562/31.

- Provide DANTES with one copy of the Enrollment Form at the time of enrollment (or no more than 30 days after enrollment) by mailing it to:

  DANTES
  Code 20J
  6490 Saufley Field Road
  Pensacola, FL 32509-5243

- Schools with 25 or more enrollments weekly will send them to DANTES weekly.

- Schools will not enroll military students unless a DANTES 1562/31 or other military tuition assistance authorization form accompanies the enrollment.

Note: Service members must obtain authorization from their education center prior to enrollment to ensure eligibility for tuition assistance.

Continued on next page
Institutional Requirements, Continued

Report of Course Outcome

Institutions will notify DANTES of the course outcome at the same time as the student or within 30 days of course completion or termination. The school may notify DANTES using any of the following ways:

- A DANTES Terminal Action Statement Card
- A computer-generated report, or
- A copy of the actual transcript or grade report.

FAX or E-mail

Although not solicited, if the school’s policy regarding student privacy permits, DANTES will accept course outcome information by fax and by E-mail.

Note: Provide DANTES with the student’s current mailing address.

Use of DANTES Terminal Action Cards

DANTES provides schools with Terminal Action Statement Cards to expedite the notification process.

Privacy Act

The student authorizes the institution to release personal information, including the social security number and course grade, by completing and signing the DANTES 1562/31 form under the Privacy Act of 1974 (5 U.S.C. 552a) Authority: 5 U.S.C. 301.

Identify DANTES Students

We recommend schools identify DANTES students in their database. This will aid in making reports or responding to inquiries about the number and kind of military personnel served.

Refunds

Honor the institution’s overall refund policy.

Continued on next page
Institutional Requirements, Continued

Notify DANTES of Price Changes
Inform the Director, DANTES, 90 days prior to the effective date of any significant program or price changes to allow time for publication in the DANTES Information Bulletin.

The school will honor former rates for tuition and special fees for applications postmarked up to 90 days after notification is sent to the Director, DANTES.

DANTES Catalog Updates
Provide DANTES or the DANTES contractor with initial and update information regarding the courses or degrees to be listed in the DANTES Independent Study Catalog and/or the DANTES External Degree Catalog.

Handling Student Inquiries
Respond quickly to initial student inquiries regarding enrollments, lessons or examination grading, and completion or grade reports.

Safeguard Examinations
Protect and safeguard all examinations and agree to notify DANTES immediately if an examination is compromised. All exams must be administered by a DANTES-appointed Test Control Officer (TCO), Alternate Test Control Officer (ATCO), or commissioned officer appointed by letter to administer the exam.

Note: Schools may authorize alternatives for exceptional testing circumstances.

Transcripts
The school will make no distinction on transcripts based on the method of delivery. Courses delivered at a distance will be indistinguishable on the school’s official transcript from on-campus, traditional courses. That is, no special codes or annotations will be used to identify courses delivered at a distance.

Continued on next page
First Amendment to Memorandum of Understanding (MOU)
for Distance Learning (Educational Services) DANTES Independent Study
or External Degree Programs
Fiscal Years 2005-2009

The Memorandum of Understanding (MOU) for Distance Learning (Educational
Services) DANTES Independent Study or External Degree Programs Fiscal Years 2005-
2009 is hereby amended by the parties as follows:

1. The contact person at DANTES for purposes of this MOU is ____________________.
The contact person at the institution for purposes of this MOU is Amy DeBruhl. If the
contact person is changed, the party is required to give written notice to the other party of
such change and the name and contact number for the new contact person immediately.

2. The attachment to the MOU is revised as follow:
   Institutional Requirements, Section titled “Notify DANTES of Price Changes” is
   hereby stricken in its entirety and replaced with the following: Institution will
   inform the Director, ____________________ (Director’s name), or his successor,
of any price changes within 7 days of the date such changes are approved by the
   Florida Board of Governors.

The remainder of the MOU not in conflict with the above terms is unchanged.

Signatures:

Defense Activity for Non-Traditional Education Support

By: ______________________________ Date: ______________________________
    Dr. Jeff Cropsey, Director

Educational Institution

By: ______________________________ Date: 7/26/05
    Dr. Sandra Flake, Provost
    University of West Florida

APPROVED AS TO
FORM AND LEGALITY

UWF ATTORNEY