

MOU comes to CEPP from a District School and/or KSU teacher education program.

CEPP Logs the MOU into MOU database on I: drive.

If NEW MOU, CEPP Director sends to KSU Legal Affairs for review

Legal Affairs reviews and sends back to Director.

CEPP updates MOU database and Partnership Specialist sends to Dean for review and signature.

Dean reviews and signs, sends back to CEPP to process.

Partnership Specialist gets remaining required signatures.

CEPP Partnership Specialist scans the MOU, saves to I:, updates MOU database, and Director distributes MOU accordingly.

If RENEWAL MOU, CEPP Partnership Specialist sends to Dean for review and signature.

Dean reviews and signs, sends back to CEPP to process.

CEPP Partnership Specialist scans the MOU, Saves to I:, Updates MOU database, distributes to school and/or district.