Memorandum of Understanding
Self-supporting Graduate Programs
UCSF Graduate Division

Purpose:
This document describes the terms and conditions pertaining to an agreement among the following self-supporting master’s degree programs at UCSF: Advanced Training in Clinical Research, Biomedical Imaging, Global Health Sciences, and Translational Medicine (hereafter, the designated programs). This MOU was drafted in response to a “Policy on Self-Supporting Graduate Degree Programs” issued in September of 2011 by UCOP. Section VI paragraph H of the policy states that “State-supported and self-supporting programs must separately account for their use of resources. Campuses shall not charge a ‘blended’ tuition and fee level for any course or program (i.e., a program tuition and fee level that combines state-supported and self-supported students). However, self-supporting and state-supported students can be enrolled in the same courses so long as there is separate accounting for the self-supporting and state-supplied costs.”

The existing policy from UCOP suggests that students in self-supporting programs who wish to enroll in a course in another self-supporting program must pay an additional substantial fee. Similarly, students in state-supported programs who wish to enroll in a self-supported program may also have to pay an additional fee. The undersigned envision a learning environment in which cross-enrollment is facilitated absent substantial additional enrollment fees. The Program Directors for the designated programs have agreed to allow the cross enrollment of students between the designated programs and state-supported programs with the following limitations.

Terms:
For the duration of this agreement:

• Students enrolled in the designated programs may cross enroll in one or more courses in another of the designated programs without incurring additional fees or costs—space permitting and pending permission of the Instructor and Program Director.

• Students enrolled in a designated program may cross enroll in one or more courses in a UCSF, state-supported, graduate academic degree program without incurring additional fees or costs pending permission of the Instructor and approval of the Director of their own graduate program.

• Students enrolled in a UCSF, state-supported, graduate academic degree program may cross enroll in one or more courses in any of the designated programs without incurring additional fees or costs—space permitting and pending permission of the Instructor and Program Director.

• Program Directors of the designated programs understand and agree that student demand
for cross enrollment in specific courses within a designated program is likely to be uneven; available space in a given course may not be available from one quarter to the next. New sections will not be created to accommodate student demand for access to a specific course; *enrollment will be limited to available space in existing sections.* In order to reduce the risk of special treatment, an effort will be made to state, in advance, how many open spaces are available in a given course.

• This agreement is limited to courses offered at UCSF and does not extend to courses which may be offered on other campuses as part of a joint program (UC Berkeley, UC Hastings, etc.)

**Scope & Responsibilities**
Within four weeks of the start of each course, the Program Directors for the designated programs will provide records to the Graduate Division of all student requests for cross enrollment. Enrollment request data will be collected by Instructors, Program Administrators, or Directors and aggregated by Program Directors whether student access to a course is granted or denied.

Organizers of new UCSF, self-supporting degree programs, will be informed of this MOU and will be invited to join.

The Program Directors are treating this agreement as a three-year pilot program. Any Program Director may withdraw after providing all parties four months notice.

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