



## DEPARTMENT OF DEFENSE

DEFENSE ACQUISITION UNIVERSITY  
OFFICE OF THE PRESIDENT  
9820 BELVOIR ROAD  
FORT BELVOIR, VA 22060-5565

# MEMORANDUM OF UNDERSTANDING BETWEEN DEFENSE ACQUISITION UNIVERSITY AND NORWICH UNIVERSITY'S COLLEGE OF GRADUATE AND CONTINUING STUDIES

The purpose of this Memorandum of Understanding (MOU) is to outline a strategic partnership between Norwich University's College of Graduate and Continuing Studies and the Defense Acquisition University (DAU). Norwich University is a private university located in Northfield, Vermont. It is the oldest private military college in the United States and is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

DAU is the Department of Defense (DoD) university that provides acquisition education for the 150,000 members of the Acquisition, Technology, and Logistics (AT&L) workforce located throughout the world. It is the intent of both universities to work together through this partnership agreement to provide educational opportunities for the Defense Acquisition Workforce members in order to help meet Defense Acquisition Workforce Improvement Act (DAWIA) mandatory education requirements for certification, as well as to help them meet their personal education goals.

## RESPONSIBILITIES:

### Section I:

DAU, (AT&L) workforce seeking acceptance into the Norwich University Masters of Business Administration (MBA) program Project Management concentration, the Master of Science in Information Security and Assurance (MSISA) program Project Management concentration, or the Master of Civil Engineering (MCE) program Project Management concentration must meet these requirements:

For all programs:

- Possess a bachelor's degree from a regionally accredited university
- Possess at least two years of management experience

Demonstrate successful completion of Level III DAWIA certification in Project Management, or Level III certification in the following career fields: Contract Management, Life Cycle Logistics, Advanced Information Systems Acquisition and Technical Leadership in Systems Engineering. Additional requirements for the Master of Business Administration Supply Chain Management concentration:

- Successful completion of the following acquisition courses: ACQ 450, 451 and 452.

Additional requirements for the Master of Civil Engineering Project Management concentration:

- Successful completion of the following undergraduate level courses (with a grade of “B” or better) from a regionally accredited institution:
  - Calculus I and II
  - Physics I
  - Engineering Economics or Micro/Macro Economics
  - Introductory level course in business and management

If accepted, Norwich University will,

1. Grant six graduate credit hours for any two of the following DAU courses: PMT 352 (Level III) and PMT 401 Executive Level course work, PMT 403, PMT 400, PMT 305 Program Manager’s Skills Course, SYS 302 Technical Leadership in Systems Engineering, IRM 304 Advanced Information Systems Acquisition (all are ACE recommended for graduate level credit) towards:
  - a. Master of Science in Information Security and Assurance (MSISA) graduate course GB 544 (Project Management Techniques, Tools and Practices) within the Project Management concentration, or in
  - b. MBA GB 544 (Project Management Techniques, Tools and Practices) in the Master of Business Administration, within the Project Management concentration, or in
  - c. MCE GB 544 (Project Management Techniques, Tools and Practices) in the Master of Civil Engineering program, within the Project Management concentration.

OR

2. Grant six graduate credit hours for DAU’s (Level III) Acquisition courses ACQ 450, 451 and 452, or in the following courses: LOG 350 Enterprise Life Cycle Logistics Management, CON 290 Contract Administration and Negotiation in a Supply Environment, and CON 360 Contracting for Decision Makers towards:
  - a. Master of Business Administration graduate course GB 547, within the Supply Chain Management concentration.
3. Accepted students in the MSISA program, MBA program, or MCE program will receive a \$1,000 tuition reduction towards their remaining 30 graduate credits.
  - a. Provide complete information on available financial aid to all students and potential students.
  - b. Ensure that academic advisement is available to students.

- c. Keep complete and accurate records of all academic work completed or attempted.
- d. Place transfer information on the Norwich University website under the partnership page. Norwich University will update information on the partnership page as changes occur.

DAU will,

1. Assist Norwich University in the distribution of information regarding transfer opportunities available to DAU students.
2. Place transfer information on the DAU homepage. DAU will update information on the homepage as changes occur.
3. Work with Norwich University to identify terms, duration, and courses required to be offered at appropriate times that are flexible and convenient to the majority of students.
4. Provide Norwich University with a copy of redacted transcripts showing the required course(s) PMT 352 to meet Level III certification, or PMT 401 Executive Level, or completion of ACQ 450, 451 and 452 LOG 350 Enterprise Life Cycle Logistics Management, CON 290 Contract Administration and Negotiation in a Supply Environment, and CON 360 Contracting for Decision Makers for Acquisition Supply Chain Management.
5. All measurable courses are PASS/FAIL with a 100% correct outcome for PASS where the student must demonstrate a mastery of all learning outcomes for online courses and for all in-classroom courses a minimum of a "B" letter grade. Only courses you will see on a transcript have met the standard of a 100% or "B."

## Section II:

1. DAU, (AT&L) workforce members who are applying to Norwich University will provide copies of certification completion and transcript from DAU's PMT 352 (Level III) and PMT 401 Executive Level course work or certification and completion of the following courses in acquisition: ACQ 450, 451 and 452.
2. DAU, (AT&L) workforce members who are accepted into a Norwich University ONLINE *bachelor degree completion* program(s) will also be offered a one-time \$500.00 tuition scholarship.

Points of Contact (POC):

The POC for DAU is:

Name: Wayne E. Glass, Professor,  
And Program Director, Strategic Partnerships  
Phone: 703-805-4480  
Fax: 703-805-5909  
E-mail: [wayne.glass@dau.mil](mailto:wayne.glass@dau.mil)

The POC for Norwich University is:

Name: William Clements, Ph.D., Vice President and Dean of the College of Graduate and  
Continuing Studies  
Phone: 802-485-2368  
Fax: 802-485-2533  
Main: 802-485-2567  
E-mail: [bclements@norwich.edu](mailto:bclements@norwich.edu)

MODIFICATION:

This agreement may be modified in writing upon the mutual written consent of both parties. As this strategic partnership evolves with additions and modifications to the original MOU, these changes will be reflected as addenda to the original agreement.

TERMINATION:

The terms of this agreement, as modified with the consent of both parties, will remain in effect until August, 2020. The agreement may be extended by the mutual written agreement of the parties. Either party upon 30 days written notice to the other party may terminate this agreement. This agreement may be terminated based on matters of national security.

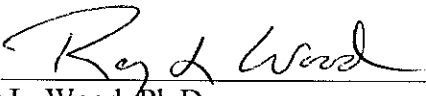
OTHER:

1. Norwich University and DAU upon mutual agreement will entertain collaborative research projects that benefit both the DAU and Norwich University curricula.
2. The individual students bear the responsibility for payment of tuition, fees, and any other costs related to enrollment in Norwich University's degree programs.
3. Students will be subject to the policies and procedures of Norwich University and must provide official transcripts and copies of completed certification documentation for the Registrar.

4. No agreements concerning the transfer or exchange of any asset of either party is intended or implied by this memorandum. Norwich University and DAU are separate and independent institutions of higher education and by this agreement both will continue to operate as separate institutions. The administrators of Norwich University and DAU are authorized to sign, prepare and implement plans of action and procedures necessary to effect this agreement.

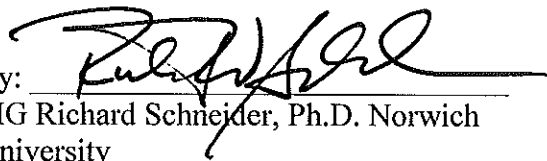
Agreed:

Defense Acquisition University

By:   
Roy L. Wood, Ph.D.  
Acting Vice President  
Defense Acquisition University

Date: July 13, 2015

Norwich University

By:   
MG Richard Schneider, Ph.D. Norwich  
University

Date: 22 July 2015