



Office of the Provost and Executive Vice Chancellor

Memorandum of Understanding

This document shall serve as a “Memorandum of Understanding” between “Smithville High School”(“SHS”) and The Curators of the University of Missouri as represented by the University of Missouri – Kansas City Office of the Provost and Executive Vice Chancellor (“UMKC”), setting forth the terms and conditions for offering dual credit courses by the University during Academic Years 2025-2028 for high-performing high school students. Both parties agree to the following:

- The UMKC Office of High School College Partnerships (HSCP) will administer the program.
- The tuition price for HSCP courses will be set in July each year. All tuition fees are due and payable from dual credit students and not “Smithville High School”
- HSCP offers tuition assistance based on need and merit to a limited number of students.
- In the event individual scholarships are awarded by SHS, a complete list of student names and student IDs must be submitted to the HSCP office along with the payment by week 12 of each semester.
- SHS will communicate to dual credit students that their enrollment in HSCP courses will create a permanent academic record, whether they pass the course or not.
- HSCP will provide dual credit course textbooks only for students enrolled in dual credit courses; textbooks will remain the property of HSCP.
- SHS instructors will ensure that all online student applications and course rosters are completed and submitted by the deadlines set by HSCP. Otherwise, students may not be enrolled.
- SHS instructors will provide and post all final grades upon course completion, using UMKC’s Pathway system. Final grades must be entered into Pathway by the deadline set by HSCP.
- All students will follow the established and posted HSCP registration, withdrawal, and payment schedules and deadlines.
- All SHS instructors will meet the minimum requirements to teach for HSCP and must be approved by each specific department chair. All SHS instructors teaching for HSCP remain district employees and not employees of HSCP or UMKC.
- HSCP will work with the department coordinators respective to each discipline to develop professional development opportunities for the high school instructors.
- Both parties will follow the standards for the concurrent enrollment stipulated by the MDHEWD and the Higher Learning Commissioner (HLC) Guidelines on Dual Credit Faculty Credentials and Qualifications (<https://dhewd.mo.gov/media/pdf/higher-learning-commission-guidelines-dual-credit-faculty-credentials-and-qualifications>).
- SHS teachers *may* write a letter of recommendation waiver for students who exhibit the necessary skills to complete the course work but have not met the 3.0 GPA requirement and/or the ACT score requirement.
- SHS teachers, SHS, HSCP, and UMKC shall maintain all immunities provided under Missouri Statute § 537.600 and no portion of this MOU is meant to relinquish the protections provided by the aforementioned statute.
- Termination of this agreement can be made by either party at any time. Furthermore, any termination of this agreement will not prevent SHS students currently enrolled in the HSCP from completing their courses to the end of the term.

Dr. Jennifer Lundgren, PhD  
Provost and Executive Vice Chancellor  
UMKC Office of the Provost

Date

Scott Jacoby  
Board President  
Smithville Board of Education

Date

UMKC, Office of Finances & Administration Date

UNIVERSITY OF MISSOURI-KANSAS CITY

300G Administrative Center | 5115 Oak Street | Kansas City, MO 64112  
o: 816-235-1107 | [provost@umkc.edu](mailto:provost@umkc.edu) | [umkc.edu/provost](http://umkc.edu/provost)