MISSOURI INNOVATION CAMPUS

Student Memo of Understanding

(Effective April 2013)

Student Name_____

In applying for entrance into the Missouri Innovation Campus program for the _____ school year, I agree to the following guidelines:

1. I will maintain a **95% attendance record**. In the event that my attendance drops below that level during a semester of attendance, I will request an **Attendance Waiver Conference**. I understand that my continued attendance will be determined by Attendance Waiver approval.

2. I will maintain an acceptable conduct record at Missouri Innovation Campus, my internship placement, and my sending school. I understand that suspensions from either Summit Technology Academy or my sending school may result in removal from the Missouri Innovation Campus program.

3. I will **maintain a C or better grade** in my postsecondary coursework. Semester grades of D or below may result in removal from the program at the semester.

4. Metropolitan Community Colleges tuition will be paid through direct bill process to the Missouri Innovation Campus.

5. Textbooks and other instructional materials are the responsibility of the student.

6. AP course exam fess will be reimbursed upon verification of the appropriate score for earning college credit. Student/Parent will pay for the exam fee, then submit a receipt to Missouri Innovation Campus for reimbursement.

7. Any student taking college course work through another postsecondary institution will be reimbursed the appropriate number of credit hours at the Metropolitan Community Colleges tuition rate. Students/Parents will pay for the college credit, and then submit a receipt to Missouri Innovation Campus for reimbursement.

8. Any course that is failed or dropped by the Missouri Innovation Campus student will result in the student reimbursing Missouri Innovation Campus for the cost of the college credit.

9. While in attendance at the internship site, I will conform to the dress code in effect for the respective company. This will include any program-related work experiences in which I participate.

10. A student must procure an internship placement through an industry partner to participate in the Missouri Innovation Campus program. **Transportation to the internship site is the responsibility of the student.**

11. If removed from the Missouri Innovation Campus program for any reason, I understand that I may not receive credit for courses taken at my sending school, Metropolitan Community Colleges or University of Central Missouri. I also understand that I may not be able to enroll in coursework at my sending school until the next enrollment period. I understand that a half-day semester program earns 1.5 units of high school credit; a year-long program earns 3 units of credit.

12. By signing this form, I allow my educational records to be released to Metropolitan Community Colleges and University of Central Missouri for inclusion in my file.

By signing this agreement, I acknowledge that I will abide by the above guidelines. Failure to do so may result in probation or dismissal from the program.

_____Date_____
Student signature

_____Date_____
Summit Technology Academy Director signature

_____Date_____
Parent/Legal Guardian signature

_____Date_____
Missouri Innovation Campus Project Facilitator signature

_____Date_____
High School Counselor signature

Office Use Only:

UCM Systems Engineering Technology ☐ 2013-14 Year 1 Cohort or ☐ 2012-13 Year 1 Cohort UCM Engineering Technology: Design & Drafting ☐ 2013-14 Year 1 Cohort