Memorandum of Understanding for Dual Credit

In order to provide a basis for understanding and to foster a mutually beneficial relationship on students’ behalf, this agreement is established between the University of Central Missouri,

___________________________________________
(Name of the school)

and the high school teacher Mr. or Ms. __________________________
(Name of the teacher)

University of Central Missouri agrees to:

- Comply with MDHE Policy Guidelines in developing and implementing local procedures.
- Conduct orientation activities for teacher participants.
- Provide professional development opportunities for all participating teachers.
- Identify faculty members to serve as liaisons between the dual credit teachers and the university’s academic departments.
- Inform teachers of relevant professional development opportunities conducted on campus.
- Provide teachers ID cards and access to electronic resources upon request.
- Pay dual credit teachers stipends at the end of the course. Stipends will be:
  - 1-2 credit hours……………………………………..$100.00
  - 3 credit hours……………………………………..$200.00
  - 4-5 credit hours……………………………………..$300.00
  - $15.00 per dual credit student enrolled

  **NOTE: Classes must consist of two or more students to qualify teacher for compensation**

- Conduct student enrollment and/or orientation sessions at the participating school upon request.
- Transcript credit/grade upon completion of course and payment of tuition.

**Please be advised that no appointment or its terms are final until approved by UCM’s Board of Governors."
High school teacher agrees to:

- Attend the annual dual credit orientation.
- Provide syllabi, assignments, evaluations, and samples of student work to the dual credit liaisons, or dual credit program, to ensure that courses are equivalent.
- Meet with UCM dual credit liaisons and accommodate for visit/classroom observation.
- Collaborate with UCM dual credit liaisons and department chairs in the design and delivery of dual credit courses.
- Use the same textbook as is selected for the respective dual credit course taught on campus or a text approved by the department liaison.
- Verify dual credit program eligibility of all students who intend to complete a course for both high school and college credit.
- Verify the class roster.
- Submit grades to UCM in a timely manner.
- Questions regarding this agreement should be directed to the dual credit program at 660-543-8718. To indicate your acceptance of this agreement, please sign, date, and return it to the Office of Extended Studies, Dual Credit Program, Humphreys 410, Warrensburg, MO 64093. Thank you for being a part of UCM’s Dual Credit Program.

Course(s): ___________________ ___________________ ___________________

__________________________________________ _______________________
(Instructor’s Signature) (Date)

__________________________________________ _______________________
(Signature of High School Principal or Director) (Date)

NOTE: This agreement remains in effect until there is a change in school district personnel, a dual credit policy change, or until the dual credit program is notified.