

DEGREE in 3 PATHWAY PROGRAM

A MEMORANDUM OF UNDERSTANDING Between Raytown Quality Schools – Southland CAPS, Metropolitan Community College, and the University of Kansas - Edwards Campus

This memorandum of understanding (MOU) summarizes agreements between Raytown Quality Schools – Southland CAPS (SCAPS), Metropolitan Community College (MCC), and the University of Kansas Edwards Campus (KUEC) to formalize an accelerated and alternative pathway for students to complete a bachelor's degree. We are entering into the Degree in 3 Pathway Program (D3) to better serve students and provide a continuous transfer program between the institutions. The following understandings will guide this effort until modified or amended.

1. Purpose and Goals

The Degree in 3 Pathway Program between SCAPS, MCC, and KUEC will provide a collaborative education experience for students. The program is a rigorous, accelerated undergraduate degree pathway for students who are interested in sought-after careers and have demonstrated the academic background to pursue enhanced college degree opportunities.

The goals of this partnership are to:

- Provide students with resources to easily manage admission, enrollment and student services at each institution.
- Improve student access, success, and degree completion.
- Expand student options for college-level services and curriculum.
- Provide focused concurrent/dual enrollment in high school.
- Improve academic program articulation.

2. Student Criteria

- A. Students can register for a D3 program as early as the April of the sophomore year. We highly encourage students to register at the latest by April of the junior year. Students may be accepted on a case-by-case basis by the December of the senior year, pending a credit analysis by the KUEC D3 coordinator.
- B. Students are required to have a 3.0 cumulative high school GPA (weighted) at the point of registration.
- C. Students must indicate their program of interest at the time of registration.
- D. Students are required to maintain 3.0 cumulative high school GPA (weighted), and complete prerequisite coursework for program.
- E. Students are required to maintain continuous enrollment at each appropriate institution to remain in the D3 program.
- F. Students must meet the minimum placement scores (i.e. Accuplacer, ACT, etc.) and/or prerequisites required for college course enrollments at the appropriate partner institution.

3. Recruitment

- A. Recruitment will be a collaborative effort between the institutions. See Appendix A for details.

4. Admission and Enrollment

- A. Complete the online SCAPS application and work with high school guidance counselor to create an academic plan.
- B. Complete and submit a registration form to the Degree in 3 Pathway Program. Through registering for Degree in 3, students will receive:
 - Regular advising sessions, communication, and academic planning updates with the sending high school counselor, MCC designated representative and KUEC D3 coordinator or program advisors.
 - Special invitations to MCC and KUEC student activities and events.
 - Access to D3 scholarships, should funds become available.
- C. Once accepted into the program, apply for admission to MCC and KUEC within the relevant timeframe.
- D. Students will be required to meet admission criteria for MCC and KUEC and/or desired degree or major.
- E. Students will register for courses through the regular enrollment processes at each institution.
- F. The Registrar's Office at SCAPS, MCC, and KU will be responsible for maintaining D3 student records and coursework taken at their respective institutions.

5. Tuition and Fees

- A. Tuition and fees will be based on the institution at which the student is enrolled. Withdrawals and refunds will be handled by the institution that received the tuition and fees in accordance with its policies.
- B. Students are responsible for all required tuition and fees associated with the required dual credit/concurrent enrollment courses according to each providing institution's policies and deadlines.
- C. For students enrolled in courses at both MCC and KUEC during the same term, students will pay tuition and fees according to each institution's policies and deadlines.
- D. Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for MCC courses will be based on criteria established by MCC. Residency classification for KUEC courses will be based on criteria established by the State of Kansas and Kansas Board of Regents, including the KUEC MetroKC Rate.

6. Program Articulation and Advising

- A. The management of D3 and resulting articulation agreements between the institutions will be coordinated through KUEC Student Success and Support Services, MCC Enrollment Center, and Southland CAPS administration.
- B. Counseling, academic advising, and success coaching will be the responsibility of all institutions. Counselors, academic advisors, and coaches will share relevant information and program updates relating to D3 on an annual basis.
- C. Resolution of issues with changes in course content, program structure, or transfer articulation will be the responsibility of the academic program leaders in collaboration with senior officers at the relevant institution.

7. Student Data

- A. D3 students will be tracked at each institution with KUEC as the primary record-keeper.
- B. Students enrolled in the program will be requested during registration to authorize joint access to their student records for all institutions.

- C. Institutions' designated representatives will create a process for sharing student information regarding prospective students and currently enrolled students (i.e. students who meet D3 criteria).
- D. The institutions will share student records, as permitted by law. Partner institutions hereby acknowledge that all student records arising as a result of participation in the program are confidential and that such confidentiality shall be maintained by all institutions. Each institution further acknowledges that all information received, including but not limited to, student progress in the program, financial aid awards, academic records, and participation in institution sponsored programs, if any, are protected under the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g. FERPA is a federal law that protects the privacy of student records, and disclosure of such information may be made only upon satisfaction of the terms and conditions for disclosure as contained within such legislation.

8. Financial Aid and Scholarships

- A. D3 students are eligible to apply for financial aid per each institution's financial aid eligibility and awarding processes. Note: Federal and State financial aid is available for students who have earned a high school diploma.
- B. While pursuing the associate's degree, MCC will be the Home School and provide financial aid for associate-degree-seeking students. KUEC becomes the Home School at a designated degree milestone and will provide financial aid based on the coursework that applies to the bachelor's degree.
- C. In specific situations during a semester of transition, when a student is enrolled at MCC and KUEC, there could be an occasion for a student-specific consortium agreement. Student data for financial aid will be shared between institutions, as permitted by law. Compliance information and end-of-term information will be shared between Financial Aid offices at each institution.
- D. D3 students are eligible to receive MCC scholarships and KUEC transfer student scholarships, subject to application and selection policies. Some scholarships may have credit hour or other restrictions.

9. Student Grievances and Conduct

- A. Students participating in the D3 shall comply with the conduct standards at all institutions. SCAPS, MCC, and KUEC may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive sanctions from each institution. SCAPS, MCC, and KUEC reserve the option to decide that only one institution will process a case of misconduct.
- B. Student grievances or concerns will be referred to the appropriate representative at each institution. Students will not be allowed to use partnering institutions' grievance procedures to pursue complaints solely involving one institution.
- C. D3 students must be continuously enrolled in good standing in each partner institution to remain program eligible.

10. Marketing

- A. D3 promotional plans and materials specific to this agreement will be subject to approval by each institution. The creating institution will be responsible for gaining approval from relevant partner(s) and annual reviews, including use of logos from each partner institution.
- B. Each institution will actively display promotional plans and materials for students and their families, which may include but are not limited to: classrooms, counseling/advising offices, newsletters, and websites.

11. Exceptions

- A. Exceptions or special circumstances to these program guidelines may be reviewed by the KUEC D3 coordinator with resolution involving appropriate partner leadership as needed.

12. Terms and Termination

- A. This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are SCAPS, MCC, and KUEC.
- B. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
- C. Either party may terminate this agreement for cause by giving written notice to the designated representative at least 90 days prior to the commencement of a new academic term.

13. Signatures



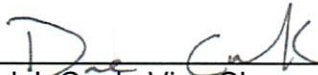
Brian Huff, Assistant Superintendent
Raytown Quality Schools

8/29/2017

Date

Carlos Peñaloza, Vice Chancellor of Academic Affairs
Metropolitan Community Colleges

Date



David J. Cook, Vice Chancellor
University of Kansas – Edwards Campus

11/14/17

Date

Appendix A

PARTNERS ROLES

Southland CAPS
Outreach and Recruitment

- Provide names and emails addresses for students who meet the Degree in 3 criteria to KUEC to invite students and families to information sessions or other relevant events.
- OR-**
- Send an email on behalf of KUEC to selected students who meet the Degree in 3 criteria to invite students and families to information sessions.
- Provide a location to host information sessions at Southland CAPS.
- Provide opportunities for D3 Coordinator and MCC representative to educate counselors and relevant faculty/staff from sending high schools on Degree in 3 Pathway Program.
- Provide opportunities for KUEC and MCC faculty to present relevant topics to high schools students.

Student Success

- Collaborate with MCC and other higher education partners to ensure students identified for the program meet all dual admission/dual credit criteria as dictated by MCC and relevant accrediting bodies.
- Provide program students with course selection counseling that meets program needs and provide students with accurate course and scheduling options.
- Assume responsibility for all required attendance and other school district reporting requirements.

MCC

Outreach and Recruitment

- Designate an MCC representative who will partner on outreach efforts.
- Provide a location to host information sessions at their campus(es).
- Provide opportunities for KUEC faculty to engage with community college students.
- Provide opportunities to engage and celebrate Degree in 3 student success.

Student Success

- Designate an MCC representative to serve as the advising and student information point of contact for Degree in 3 students, provide program-specific advising and course schedule assistance, and track D3 students in the MCC PeopleSoft system appropriately.
- Coordinate with KUEC D3 representative on student success programming and enrollment needs as students' transition to KUEC.
- Provide relevant information to new D3 students as part of their New Student Orientation process.

KUEC Edwards Campus

Outreach and Recruitment

- Schedule information sessions where advisors and program coordinators/directors will provide information and guidance to students.
- Designate a KUEC representative who will coordinate outreach efforts associated with the program and serve as the program point of contact for students, families and educators.
- Coordinate with KUEC D3 program faculty to mentor or connect with D3 participating high school students on the benefits of pursuing the selected professions.
- Coordinate with partner sending high schools and MCC to send KUEC D3 program faculty to appropriate classrooms to share the benefits of pursuing the careers/professions offered through Degree in 3.
- Work with businesses and organizations to provide opportunities for career-based co-curricular workshops, mock interviews, internships or job shadowing opportunities.

Student Success

- Designate a KUEC representative who will work with the school district and community college to track students throughout the process and provide advising and student support for participants in collaboration with their program-specific academic success coaches.
- Track program interest, enrollment, and completion for reporting and annual review.
- Host partnership meetings to maintain stakeholder collaboration and communication for program growth and sustainability.
- Review this MOU on a regular basis for updates and partnership renewal.
- Provide each institution with student success stories and information to be shared with campus leadership groups, corporate partners, and other outlets to celebrate program outcomes.

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