

MEMORANDUM OF AGREEMENT

BETWEEN

THE UNIVERSITY OF CENTRAL MISSOURI

AND

NORTH CENTRAL MISSOURI COLLEGE

UCM/NCMC CONCURRENT ENROLLMENT AGREEMENT

This Memorandum of Agreement ("Agreement" or "MOA") made this ____ of _____ is between THE UNIVERSITY OF CENTRAL MISSOURI, a public, four-year institution of higher education located in Warrensburg, Missouri (also referred to herein as "CENTRAL MISSOURI" or "UCM") and NORTH CENTRAL MISSOURI COLLEGE, an open-enrollment, public, two-year institution of higher education located in Trenton, Missouri (hereafter "NORTH CENTRAL MISSOURI"). UCM and NORTH CENTRAL MISSOURI are also individually referred to herein as "institution" or collectively as "institutions" for the purpose of providing a concurrent enrollment experience for students attending UCM and NORTH CENTRAL MISSOURI.

THE UNIVERSITY OF CENTRAL MISSOURI and NORTH CENTRAL MISSOURI COLLEGE are both regionally accredited by the Higher Learning Commission and recognize credits earned by other institutionally accredited colleges and universities.

NORTH CENTRAL MISSOURI and UCM share a mutual interest in providing NORTH CENTRAL MISSOURI domestic associate degree students who intend to transfer and pursue a bachelor's degree program at UCM the opportunity to concurrently enroll in UCM designated coursework. Students enrolled in this collaborative effort will enjoy a four-year college experience at UCM while taking advantage of the affordability of the community college and the diverse levels of academic preparation it accommodates. This agreement is intended to promote the most efficient and effective use of resources and provide a more direct pathway to obtain an associate degree at NORTH CENTRAL MISSOURI in route to completing a bachelor's degree at UCM.

This agreement between UCM and NORTH CENTRAL MISSOURI serves to:

- a. Formalize procedures, policies, obligations, responsibilities, exclusions, and commitments associated with concurrent enrollment at UCM and NORTH CENTRAL MISSOURI.
- b. Reduce the potential time and cost to bachelor's degree completion at UCM.
- c. Develop academic advising agreements between the student, UCM, and NORTH CENTRAL MISSOURI to ensure course transferability towards a degree and with mutual understanding of academic major requirements at UCM.
- d. Establish NORTH CENTRAL MISSOURI students participating in this pathway access to UCM and its student support services.
- e. Establish procedures for students who opt out of concurrent enrollment at any point in their education at UCM or NORTH CENTRAL MISSOURI.
- f. Institute an improved and reliable process for recruiting promising students from NORTH CENTRAL MISSOURI for degree programs at UCM.

To achieve the goals outlined above, this agreement formally establishes a collaborative effort between UCM and NORTH CENTRAL MISSOURI and the expectations, obligations, and responsibilities of each stakeholder. To provide for seamless transfer and to encourage students to complete their degree programs, students participating in this agreement from NORTH CENTRAL MISSOURI will be enrolled at Junior status (60-89 credit hours) in the undergraduate program at UCM if they have completed the Associate of Arts or Associate of Arts in Teaching degree from NORTH CENTRAL MISSOURI. The unique features of this agreement is that it affords NCMC students participating in this concurrent program the ability to participate in a direct 2+2 program (from NCMC to UCM) while enjoying benefits such as: (a) utilization of facilities on the UCM campus provided to regularly enrolled UCM students, (b) joint advising between UCM and NCMC, and (c) a \$1,500 renewable additional scholarship (stackable) upon graduation with an associate's degree at NCMC. UCM will accept all college level credits from NORTH CENTRAL MISSOURI. Students who hold an Associate of Arts (AA) or an Associate of Arts in Teaching (AAT) or have met the CORE42 general education requirements are considered to have met UCM general education requirements except for any specific general education courses required by the student's major. Students who transfer without a degree or with a different associate degree (not an AA or AAT) will have their courses evaluated on a course-by-course basis for UCM's general education program or to meet CORE42 general education requirements.

THE UNIVERSITY OF CENTRAL MISSOURI AND NORTH CENTRAL MISSOURI agree as follows:

- a. Understanding of what "**concurrent enrollment**" encompasses:
 - "Concurrent enrollment" refers to students admitted at both UCM and NORTH CENTRAL MISSOURI and receiving academic credit at both institutions.
 - Concurrent enrollment provides a NORTH CENTRAL MISSOURI student the opportunity to benefit from a four-year college experience while simultaneously attending both NORTH CENTRAL MISSOURI and UCM.
 - Students participating in the UCM/NCMC concurrent enrollment agreement may be enrolled in any combination of UCM and NCMC courses.
 - Students admitted to the UCM/NCMC concurrent enrollment agreement will be subject to all policies of each institution.
 - Concurrent enrollment provides participating NORTH CENTRAL MISSOURI students the opportunity to engage in all activities and services offered at UCM.
 - For financial aid purposes, "Home institution" for the purpose of this MOU refers to NORTH CENTRAL MISSOURI and the "host "institution" is UCM during which time a student is enrolled concurrently and prior to earning an associate degree at NORTH CENTRAL MISSOURI.
- b. UCM and NORTH CENTRAL MISSOURI will encourage and advise students to complete an associate degree.
- c. Each school will share official transcripts at the end of each enrollment term through a secure data sharing mechanism at no cost to the student. Students will complete a FERPA waiver to allow sharing of information between institutions.
- d. Textbook information will be made available through the teaching institution.
- e. Students utilizing accessibility services must make those arrangements through both institutions. Accessibility services data cannot be shared between institutions.

- f. Students may receive tutoring services from either institution.
- g. NCMC may teach concurrent enrollment general education courses on the UCM campus on a space available basis and subject to approval by the UCM Vice Provost for Academic Programs.

Obligations and responsibilities by individual administrative departments at UCM and NORTH CENTRAL MISSOURI:

A. ADMISSIONS:

- a. UCM and NORTH CENTRAL MISSOURI will identify students who are participating in the UCM/NCMC Concurrent Enrollment Agreement in their institution's student information system for tracking purposes and to aid in the sharing of academic records at the end of each semester, including summer.
- b. Students seeking admission to the UCM/NCMC concurrent enrollment agreement must submit a free UCM application for admission.
- c. Students seeking admission to the UCM/NCMC concurrent enrollment agreement must apply to NORTH CENTRAL MISSOURI as an associate degree seeking student and enroll at NORTH CENTRAL MISSOURI through standard procedures.
- d. Each institution will expeditiously review concurrent applications and transcripts received from students who have applied for admission under the concurrent enrollment program within five business days.
- e. Each institution will communicate its admissions decision for each student who has applied for admission under the concurrent enrollment program and will notify the other institution of that decision.
- f. Students applying to NORTH CENTRAL MISSOURI and wishing to participate in the UCM/NCMC concurrent enrollment agreement must meet NCMC's admission requirements.
- g. Admission to certain UCM academic programs may include additional admission requirements which are noted in the UCM Undergraduate Catalog.
- h. After acceptance as a concurrently enrolled student, the student must continue to meet all enrollment requirements for both institutions to retain his or her eligibility to participate in the program. Students losing eligibility to participate in the UCM/NCMC concurrent enrollment agreement may continue at NORTH CENTRAL MISSOURI at the discretion of that institution and apply at a later date for transfer admission to UCM.
- i. Students earning transfer credit through a third-party institution must provide an official transcript to NORTH CENTRAL MISSOURI for the credit to be reviewed and applied to their degree in accordance with institutional accreditation policies.
- j. Students who participate in this collaboration are encouraged to attend a new student orientation at UCM and any orientation offered through NORTH CENTRAL MISSOURI.

B. REGISTRAR:

- a. Each institution will honor the catalog in force at the time of the student's initial enrollment.

- b. Separate academic records for students will be maintained by each institution, but information from those records to the extent permitted by law, will be exchanged electronically to facilitate performance of the terms of this agreement. This exchange will occur on a semesterly basis.
- c. Students will sign a transcript release agreement (a shared document between UCM and NORTH CENTRAL MISSOURI) allowing each institution to send official transcripts upon the completion of each semester in which the student is enrolled at an institution to maintain the accuracy of the degree audit report and to assist with advising practices.
- d. UCM will monitor the enrollment of students with the concurrent attribute and will share a report on a to be determined schedule with NORTH CENTRAL MISSOURI at the close of the academic term.
- e. Eligible UCM students may elect to participate in Missouri Reverse Transfer (MRT) to complete their associate degree at NCMC.

C. STUDENT ACCOUNTS/BURSAR:

- a. Students will pay for NORTH CENTRAL MISSOURI tuition, fees, and other institutional charges through NORTH CENTRAL MISSOURI while participating in the UCM/NCMC concurrent enrollment agreement regardless of whether they are taking courses at UCM or NCMC.
- b. Students will pay for UCM tuition, fees, and other institutional charges through self-pay. All students utilizing aid from the home institution (NORTH CENTRAL MISSOURI) are responsible for communicating with UCM's Student Accounts office to make payment arrangements. If there is no financial aid refund from NCMC, then the student is fully responsible for paying all tuition and fees due at UCM during any time the student is enrolled at the university.

D. ACADEMIC ADVISING

- a. Each student participating in this concurrent program will be assigned an advisor at each institution.
- b. Both NORTH CENTRAL MISSOURI and UCM will provide each student participating in the UCM/NCMC concurrent enrollment agreement a degree audit needed to be successful in this agreement.
- c. UCM will provide academic advising in accordance with UCM's articulation agreements and academic planning documents to all concurrent enrollment students. Concurrent students are encouraged to contact their UCM academic advisor at UCM prior to enrolling in any UCM course.
- d. NORTH CENTRAL MISSOURI students enrolled in the concurrent enrollment program will be given first day priority registration.
- e. Students are encouraged to meet at least once each semester with UCM and NORTH CENTRAL MISSOURI academic advisors to determine appropriate course enrollment for each academic semester at both institutions.

E. MARKETING AND CO-BRANDING:

- a. NORTH CENTRAL MISSOURI and UCM agree that joint marketing of the UCM/NCMC concurrent enrollment agreement is critical for the success of the program and will strive to work collaboratively to achieve this objective.
- b. NORTH CENTRAL MISSOURI and UCM will publicize the opportunity provided to students including describing the concurrent enrollment program in catalogs, web sites, emails, and other appropriate venues.
- c. Any use of marks, names, and logos of either institution shall be approved by each institution.
- d. All media placements external to those owned by the institutions are subject to approval by both institutions, such as promotional plans, advertising, and marketing materials regarding this concurrent enrollment agreement.
- e. UCM and NORTH CENTRAL MISSOURI will provide information regarding the concurrent enrollment program to each student who indicates an interest in attending the other by providing printed informational materials or by referring the students to the website and the online application.
- f. UCM and NORTH CENTRAL MISSOURI will jointly create a brochure to be shared with students which both publicizes and articulates program requirements and obligations within.

F. FINANCIAL AID:

- a. Both UCM and NORTH CENTRAL MISSOURI commit to clearly communicate via official communications channels (e.g., campus email) to all students participating in the UCM/NCMC concurrent enrollment agreement that the "home school" awarding aid to them is responsible for ALL aid including federal, state, and institutional. There will be no "mixing" of aid between NORTH CENTRAL MISSOURI and UCM to prevent any instances of "double-dipping" of aid between schools. For example, no UCM transfer scholarships will be awarded to NORTH CENTRAL MISSOURI students while they are participating in the UCM/NCMC concurrent enrollment agreement. As we are encouraging the student to complete the associate degree first, the orderly transition of aid between NORTH CENTRAL MISSOURI and UCM can occur once the student has completed their associate degree and is ready to start the UCM bachelor's degree at which time UCM would become the "home institution" and award all aid to the student.
- b. UCM commits to a \$1,500 renewable stackable scholarship for all students who meet the following qualifications: (a) successfully matriculate into the UCM/NCMC concurrent enrollment agreement, (b) graduate with an associate degree and, (c) matriculates successfully and seamlessly into a bachelor's degree granting program at UCM. This scholarship can be "stacked" on any other scholarship (private or institutional) or grant the student receives. Students participating in this concurrent enrollment agreement are eligible to receive the UCM merit-based transfer scholarships.
- c. A consortium agreement will be implemented between UCM and NORTH CENTRAL MISSOURI. The purpose of the consortium agreement is that this provides language and stipulations for students, so they understand how they are being funded at NORTH CENTRAL MISSOURI to attend both NORTH CENTRAL MISSOURI and UCM concurrently. This consortium agreement will require the following: (a) student acceptance of this agreement each semester/year that they are enrolled in the UCM/NCMC concurrent enrollment agreement, and (b) documentation that the classes the student is taking are eligible for credit and applicable towards the concurrent agreement.

G. Additional joint responsibilities by both UCM and NORTH CENTRAL MISSOURI:

- a. UCM will work in good faith to effectuate the intent of this agreement and will encourage NORTH CENTRAL MISSOURI students who express an interest in the concurrent enrollment program to complete an associate degree before transferring to UCM.
- b. NORTH CENTRAL MISSOURI will work in good faith to effectuate the intent of this agreement and will encourage NORTH CENTRAL MISSOURI graduates in the concurrent enrollment program to enroll at UCM after such NORTH CENTRAL MISSOURI students complete an associate degree.
- c. Abide by the academic and student conduct policies of NORTH CENTRAL MISSOURI for NORTH CENTRAL MISSOURI courses.
- d. Abide by the academic and student conduct policies of UCM for UCM courses.
- e. All administrative departments at both institutions who are participating in this joint concurrent collaboration agree to have a semesterly check in with their counterparts at each college.
- f. Students are expected to regularly manage official email accounts at both institutions.
- g. Each institution will exchange information within legal guidelines about specific students with the goal of making students aware of scholarships, financial aid, and the potential to satisfy degree requirements by transferring coursework between both institutions.
- h. Each institution will be responsible for its own costs related to the performance of the obligations undertaken to fulfill this agreement.

H. In support of the UCM/NCMC concurrent enrollment agreement, NORTH CENTRAL MISSOURI will:

- a. Identify a program contact person/advisor for the UCM/NCMC concurrent enrollment agreement.
- b. Manage federal and state financial aid for eligible UCM/NCMC concurrent enrollment agreement students.
- c. Participate in a financial aid consortium agreement with UCM for students in the UCM/NCMC concurrent enrollment agreement.
- d. Provide UCM/NCMC concurrent enrollment agreement participants in NORTH CENTRAL MISSOURI identification (ID) and full access to all NORTH CENTRAL MISSOURI programs and services.
- e. Communicate with UCM regarding student program application, program status, course enrollment, course completion, academic standing, grade point averages, continued eligibility, and student conduct matters.
- f. Provide opportunities for UCM contact person(s) and/or staff to meet with UCM/NCMC concurrent enrollment agreement students onsite to discuss transfer requirements prior to each enrollment period.
- g. Discontinue a student's participation in this program if a student is dismissed from either NORTH CENTRAL MISSOURI or UCM, fails to meet continued eligibility guidelines, or

fails to fulfill financial obligations. Note that dismissal at NORTH CENTRAL MISSOURI from the UCM/NCMC concurrent enrollment agreement or NORTH CENTRAL MISSOURI itself for academic or disciplinary reasons does not exempt the student from their financial obligations at both NORTH CENTRAL MISSOURI and UCM.

- h. Complete official transcript exchange for students in this program at the completion of the term once grades are final at NORTH CENTRAL MISSOURI at no charge to the student. This process can be initiated through a transcript release form (signed by both institutions) which guarantees that each school will send a transcript each semester at no charge to the student.
- i. Send a bill for NORTH CENTRAL MISSOURI charges directly to the student's permanent home address (this will be done by NORTH CENTRAL MISSOURI Business Office). Students also receive a statement of charges upon enrollment each semester.
- j. Be authorized to bill and collect all NORTH CENTRAL MISSOURI fees and tuition according to NORTH CENTRAL MISSOURI rates and policies.

I. In support of the UCM/NCMC concurrent enrollment agreement, UCM will:

- a. Identify and support a program contact person/advisor for the UCM/NCMC concurrent enrollment agreement.
- b. Communicate with NORTH CENTRAL MISSOURI regarding student program application, program status, course enrollment, course completion, academic standing, and grade point averages.
- c. Participate in a financial aid consortium agreement with UCM for students in the UCM/NCMC concurrent enrollment agreement.
- d. Discontinue a student's participation in this program if a student is dismissed from UCM, fails to meet continued eligibility guidelines, or fails to fulfill financial obligations.
- e. Complete official transcript exchange for students in this program at the completion of the term at no charge to the student.
- f. Students will receive a monthly email notification about their UCM billing statement. They will need to login to MyCentral to view it.
- g. Be authorized to bill and collect all UCM fees and tuition according to UCM rates and policies.

J. General Provisions:

- a. This agreement will commence with the start of the fall 2024 semester and is effective for a period of 10 years and may be renewed or amended by the consent of both parties. This agreement encompasses all regional campuses or centers for both institutions.
- b. Either party may terminate this agreement by giving the other party written notice one year in advance of the anticipated termination. Any termination under this provision shall be without penalty and neither party shall be liable to the other for any monetary or other losses that may result. In the event the agreement is terminated, the parties will make every effort to not disadvantage individual students who are already participating in the benefits accruing to them as a result of this agreement.
- c. The Provost/Vice President for Academic Affairs at UCM and the President at NORTH CENTRAL MISSOURI will appoint a committee each year to review this agreement and determine the desirability of terminating or expanding it. Administrative, faculty, and

student input are encouraged. Input from concurrent students is encouraged.

- d. All marketing and promotional material and any other material used in the program shall be jointly approved by each institution. Each institution may charge its relevant tuition and fees for the courses it offers under this program and may retain the revenues it generates from those course offerings.
- e. For purposes of administering this agreement, the parties' respective points of contact are:

For UNIVERSITY OF CENTRAL MISSOURI:

Name: Tim Crowley, Vice Provost for Academic Programs

Phone: 660-543-4788

Email: crowley@ucmo.edu

For NORTH CENTRAL MISSOURI:

Name: Dr. Mitchell Holder, Dean of Instruction

Phone: 660-357-6310

Email: miholder@mail.ncmissouri.edu

- f. This agreement may be executed in any number of counterparts, and by any party on separate counterparts, each of which as so executed and delivered shall be deemed an original, but all of which together shall constitute one and the same instrument.
- g. This agreement embodies the entire agreement and understanding of the parties hereto in respect of the undertakings contemplated hereby, supersedes all prior agreements and understandings among the parties with respect thereto, and may be amended, modified, or supplemented only by a written instrument executed by all of the parties hereto.
- h. This agreement is subject to all federal laws, the Constitution of the State of Missouri, and the Revised Statutes of Missouri. During the term of this agreement, each institution shall take such actions, including revising this agreement, as necessary or advisable to comply fully with all laws, rules and regulations applicable to the provenance of this agreement, including without limitation the Family Educational Rights and Privacy Act.
- i. All of the provisions of this agreement shall be severable. In the event that any provision of this agreement is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this agreement shall be valid unless the court finds the valid provisions of this agreement are so essentially and inseparably connected with and so dependent upon the invalid provisions that it cannot be presumed that the parties to this agreement could have included the valid provisions without invalid provisions; or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties.
- j. The waiver by either party of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term. No term, covenant, or condition of this agreement can be waived except by the written consent of the other party, and forbearance or indulgence by either party in any regard whatsoever shall not constitute a waiver of any term, covenant or condition to be performed by the other party to which the same may apply and, until complete performance of said term, covenant or condition, the parties shall be entitled to invoke any remedy available to it under this agreement or by law despite any such forbearance or indulgence.

This agreement is entered into as of the last date of the signatures contained below.

For UNIVERSITY OF CENTRAL MISSOURI:

DocuSigned by:
 February 1, 2024
C96AD8A8C8B5441...

Name: Roger Best

Phone: 660-543-4112

Email: president@ucmo.edu

For NORTH CENTRAL MISSOURI:

DocuSigned by:
 February 1, 2024
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Name: Lenny Klaver

Phone: (660) 357-6203

Email: lklaver@mail.ncmissouri.edu