



Student & Guardian Handbook

July 2023

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"HSCP - Your College Credit Connection"

Welcome to UMKC!

Congratulations on your eligibility to become a dual credit student, and welcome to the High School College Partnership (HSCP) program! The HSCP program provides you the opportunity to jump start your college experience at one-third the cost, all within the comfort and assurance of learning from your teachers in your high school. Our goal here at HSCP is to provide the structure and support that will enable you to have a great experience while earning college credit. We hope you, our HSCP students, feel empowered about your college careers and want to shout, “GIVE ME SOME CREDIT!!” (High school AND university credit, that is!)

We look forward to working with you and hopefully meeting you on campus during a campus visit or class. Go ROOS!

General Program Information

HSCP - “Your College Credit Connection”

For nearly four decades, UMKC has provided the opportunity for high school students to earn college credit while still in high school. The mission of the HSCP program is to create partnerships by linking UMKC to high schools and offering high-quality, undergraduate college courses on their high school campuses.

UMKC’s HSCP program was the first nationally accredited provider of dual credit through the National Alliance of Concurrent Enrollment Partnerships (NACEP) in Missouri. The HSCP program offers courses from 27 academic subjects in more than 60 high schools throughout the state of Missouri. Each year, more than 260 qualified teachers collaborate with UMKC’s on-campus faculty to ensure student success.

What is Dual Credit?

Dual credit is a term used to indicate two forms of credit are being issued for one particular course. UMKC offers college credit for courses that occur in the high schools with qualified instructors and course content. High schools work with UMKC to seek approval for particular instructors and courses within their school. UMKC and the high school both transcript the students’ grades.

Why UMKC's HSCP Program?

HSCP Student Benefits: The top four benefits for students taking college courses in high school!

1. **Affordability** The cost for dual credit courses is significantly less than typical undergraduate tuition. Taking several college-level classes while in high school can save students thousands of dollars in tuition.
2. **Transferability** Students enrolled in HSCP dual credit courses earn college credit that can be transferred to most public and private colleges and universities. Upon completion of a dual credit course, students earn the same letter grade on an official UMKC transcript as they do on their high school report card.
3. **Explore academic options** Taking college courses in high school offers students the opportunity to explore different academic and career pathways. The wide variety of HSCP dual credit course offerings will allow students to pursue their interests and discover their passions.
4. **Scholarships** UMKC offers scholarships based on academic achievements, financial need, and scholarships specifically for students graduating from local high schools.

What are the Instructor Qualifications?

According to the Missouri Department of Higher Education and Workforce Development (MDHEWD) guidance:

High school instructors of dual credit courses are, in effect, adjunct instructors of the college or university providing dual credit. As for any instructor of college-level courses, high school instructors of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.

Instructors using credentials for qualification with a master's level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.

Copied from <https://dhewd.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>

Instructor credentials and experience will determine if the instructor is a Dual Credit Instructor (DCI) or Collaborative Teaching with Faculty (CTF).

Instructors identified as Dual Credit Instructors (DCI) have met all graduate-level qualifications as outlined by the Missouri Coordinating Board for High Education. This allows them to grade the UMKC common assessment and input semester grades directly into Pathway.

Collaborative Teaching with Faculty (CTF) are instructors in the process of obtaining full qualifications. As the faculty coordinator is the teacher of record, planning, grading, and some teaching will be collaborative. The high school instructor will provide the daily student support in the classroom. The faculty coordinator grades and enters final grades in Pathway in collaboration with CTF.

HSCP Administration Contact Information

HSCP Program Address

5115 Oak St.
Kansas City, MO 64112
Phone: 816-235-1165
Email: umkc-hscp@umkc.edu

Administrative Team

Dr. Dea Marx

Director: HSCP and Early College Academy
New Hires, Administrative Questions, Teacher Resources
Phone: 816-235-6084
Email: marxd@umkc.edu

Anne R. Pingel-Nichols

Assistant Director: HSCP and Early College Academy
Petitions, Course Approvals, HR Documents
Phone: 816-235-5838
Email: annepingel-nichols@umkc.edu

Alex Evans

Program Associate: HSCP
Applications, Enrollment, Course Adds/Drops
Phone: 816-235-5363
Email: evansalexan@umkc.edu

Katie Taylor

Office Support: HSCP
Billing, Payments, Invoices, Tuition Assistance
Phone: 816-235-6466
Email: taylorkath@umkc.edu
umkc-hscp@umkc.edu

Accreditation

UMKC HSCP program is fully accredited by the following institutions:

- The Higher Learning Commission of the North Central Association of Colleges and Schools
- Missouri Department of Higher Education and Workforce Development
- Missouri Department of Elementary and Secondary Education (DESE)
- National Alliance for Concurrent Enrollment Partnerships (NACEP)
- Kansas Board of Regents (KBOR)

UMKC Mission, Vision, and Values

Mission (What We Do)

As an urban research university, our mission at the University of Missouri-Kansas City is to promote learning through the discovery, preservation and dissemination of knowledge of public value across a broad spectrum of disciplines and fields of study. UMKC celebrates the individual and embodies diversity and inclusion by intertwining these goals with innovation to enable transformational impact aimed at bringing cultural, social, health and economic prosperity to the metropolitan, regional and global communities we serve.

Vision (Why We Do What We Do)

UMKC aspires to be an exemplary public urban research university of the 21st Century, pursuing excellence as a human-centric learning and discovery community, fostering equity, diversity and inclusion to enrich the lives of the people and regions we serve. Learn more about the [Chancellor's Strategic Plan](#).

Values

We, the community members of UMKC, are proud to contribute to a student-centered urban university, serving our mission of learning, discovery, research and service, inspired by our commitment to equity, diversity, inclusion and respectful interaction.

Our key values:

- Accountability
- Learning
- Respect
- Diversity
- Collaboration
- Integrity

Student Eligibility Requirements

High school students eligible for dual credit courses MUST be recommended by their high school. Every student who enrolls in dual credit courses must meet the following admission standards set forth by the UMKC Undergraduate Academic Catalog:

- **High school sophomores, juniors and seniors**
 - An overall 3.0 minimum grade point average (GPA) (on a 4.0 scale) OR a minimum 21 composite ACT score
- **High school freshmen**
 - An overall 3.0 GPA (on a 4.0 scale), a score in the 90th percentile or above on the ACT or SAT, a signed letter of recommendation from the principal and guidance counselor and written permission from a parent or legal guardian
- **Prerequisites**
 - Some courses have prerequisites that must be completed prior to registration. Please check the UMKC course catalog for all prerequisites.

**The Prerequisites for MATH 110 Precalculus Algebra are as follows:*

The Math 110 Precalculus Algebra course is one course that has a prerequisite outside of the basic course prerequisites for taking any HSCP course. The course prerequisite requires a MyMathTest Intermediate Algebra Score of 70% or higher; or ACT Math Sub-score of 22 or higher; or SAT Math Sub-score of 540 or higher; or concurrent enrollment in MATH 109; or completion of three or more units of high school Algebra I and higher mathematics courses and a high school GPA of 3.0 or higher.

These requirements are subject to change by UMKC's Admissions Office. In addition, a placement exam may be required for courses. Some courses may also require the student to have completed prerequisite courses in high school.

Parent/Guardian Permission

Every student is required to have a parent/guardian permission form submitted each semester. **Without parental permission, the student cannot complete the enrollment process for HSCP dual credit courses.**

Student Enrollment Instructions

Apply for Admission

Step 1: Register with the University by Completing a Dual High School Application

- Students under the age of 18 must have permission from a parent or legal guardian before registering for UMKC dual credit courses.
- Register with the university by completing the application when the enrollment period is open. The application needs to be completed every semester you enroll in a dual credit course. You can apply for multiple classes with one application. (You don't need to complete a degree-seeking application through UMKC Admissions.)
- UMKC Admissions will email an eight-digit UMKC Student ID number to you within 72 hours to the email address you list on the application. Please list a personal email address instead of a school address so this email is not blocked by any school spam filters. If you do not receive the email within a week of completing the application, contact the HSCP office.

If you have previously enrolled in dual credit, your student ID number will remain the same. Student ID numbers can also be found on previous billings statements from the Cashiers Office.

International students must submit copies of these documents:

- Information/photo page in your passport
- Permanent residency card (front and back)
- Current visa
- I-94 card documentation
- Current I-20/DS-2020 document

Step 2: Pay tuition

You may not enroll in future semesters unless all accounts are paid in full. Failure to pay on time will result in additional late fees.

Step 3: Manage your account

Manage your account through [Pathway](#). For detailed assistance with Pathway, please visit the [Office of the Registrar - Student Pathway Help website](#).

Pathway is the main tool students at UMKC use to register for classes, view grades and update contact information, among other things. It is strongly recommended that you check Pathway often, especially if you are trying to add or drop a class.

Course Changes, Deadlines, and Fees

All requests for adds, withdrawals, transcripts or payment plans must be sent directly to the appropriate UMKC-HSCP personnel. The high school instructor is not responsible for any of these procedures. **If a student fails to withdraw from UMKC they will still be responsible for the tuition bill.**

Dates and Deadlines

All important dates and deadlines for students are available on our website:

<https://www.umkc.edu/hscp/admissions/important-dates.html>. Please review and bookmark as important payment deadlines and withdrawal dates are posted along with the necessary forms.

Course Add Policy

- UMKC allows students to add courses through the first week of classes. Additionally, students must submit their regular dual credit application before a course add can be requested. Course adds must be requested through an add request form, located on our website.

Course Withdrawal/Drop

- A student may withdraw (drop UMKC classes) from a course up to 8 weeks after the start of the term and receive a 100% refund. After the 8th week of the term, a 50% refund and a W grade will be given (up to 10 weeks after the start of the term—there is no refund after the 9th week).
 - **Course drop requests can be made on [this form](#).**
- The deadline to withdraw with a “W” will be 12 weeks after the start of the term.
- When a student withdraws after the 12th week, a ‘W’ grade will be recorded on the student's UMKC transcript for each course. A change to a student's high school schedule does not automatically change the status at UMKC. Students must complete a [course drop request form](#) to be removed from the UMKC course roster. Students are responsible for notifying UMKC-HSCP of any schedule changes regarding dual credit courses.

Petitions for Late Withdrawal

- Students are required to submit all [late withdrawal petitions](#) after the 12th week but petitions are not guaranteed to be approved.
- Withdrawals must be initiated through the High School College Partnership office at 816-235-1165 or umkc-hscp@umkc.edu.

Withdrawal Date	Tuition Refund	Grade
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Up to 8 weeks after the start of the term	100%	No grade
8th -9th week	50%	W grade (Withdrew, no assessment)
10 weeks or more after the start of the term	0%	W grade
Up to the 12th week	0%	W grade
13th week on, late withdrawal petition required	0%	W

Transcript Implications

- Course Drop Without Record – Drop without record means the course you were enrolled in will not appear on your academic record at UMKC.
- Impact of a Withdrawal or Course Failure – Withdrawing from a class before the drop deadline in week 12 will result in a grade of a ‘W’ for withdrawal being listed on the student’s academic record. A withdrawal does not negatively impact a student’s GPA, but the course would be listed on an academic transcript. In general, a withdrawal is recommended if a student will not receive a passing grade in a course because the GPA is not negatively impacted.

Tuition, Textbooks, and Student Access

Tuition

The tuition fees are per credit hour and published each semester on the UMKC HSCP website. UMKC-HSCP students pay about one third the cost of comparable in-state university courses. In addition, textbooks and lab materials are provided at no cost to students.

Bills will be sent to individual students via mail or can be accessed in Touchnet through Pathway. Payments can be made online or by check to the UMKC Cashiers Office. Payment plans are available. To make arrangements for a payment plan, call the Cashiers Office at (816) 235-1365. Any student who owes a balance to the University of Missouri – Kansas City will be unable to receive a copy of a transcript or diploma until that balance is paid in full and will have a financial hold assigned to prevent a transcript/diploma from being issued. Acceptance of prepayment does not guarantee enrollment. Students must meet all requirements and resolve any outstanding University enrollment holds including, but not limited to financial holds, academic holds, or library or parking fine holds prior to being enrolled in classes.

To pay a previous balance online, please visit the [UMKC Cashiers Website](#) or visit your Touchnet account in Pathway.

Tuition Assistance*

HSCP's Tuition Assistance is a one-hour credit offered through our program. The application is published on the HSCP website: [HSCP Tuition Assistance](#). Through our partnerships, we are able to provide a small number of students with tuition assistance based on financial need.

**Completing the application does not guarantee an award.*

Textbook Policy

Dual credit courses must duplicate the identical course offering delivered on campus. The high school must agree to use a syllabus and textbook approved by the academic department at UMKC.

Textbooks are provided to dual credit students. No additional fees are charged for textbook use beyond the regular dual credit tuition rate. Schools must return unused books to the University if the approved HSCP instructor leaves the school and a replacement has not been sought.

Student Access

Students in dual credit courses are automatically given a Pathway account. Additional access includes:

- UMKC Libraries and all of their resources
- Student Academic Support Services, Tutoring, and Mentoring
- Department course sites
- UMKC email account
- UMKC student ID - *Contact us for more specific information*

University athletic, performing arts, and other activities

Grading and Transcripts

Grading

Final grades for dual credit courses will be reflected on both the student's high school transcript and on the college's permanent record. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in these courses: the grades earned under dual credit are permanent and cannot be removed from a student's academic record.

Rigor and Assessment

Students enrolled in dual credit courses are responsible for meeting the UMKC standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, capstone projects, portfolios, or other performance measures.

Dual credit students must also participate in assessments of general education competencies and, if appropriate, assessment of competencies in an academic major, in the same way that these assessments are implemented for all UMKC students. (ie. If a research paper is required in the campus course, it is required in the HS course. If students are not allowed to retest in the campus course, they should not retake a test in the HS course).

Student Support

Dual Credit students are provided access to on-campus support services, including counseling and advising, library services, learning and support (tutoring) services.

Transcripts

Grades and credits will be recorded on the University of Missouri---Kansas City permanent record and will be included in the student's UMKC cumulative GPA.

For students enrolling in University of Missouri---Kansas City after high school graduation, UMKC agrees to apply dual credit courses to a Baccalaureate Degree or Certificate Program.

All grades will be submitted electronically via Pathway. Final grades need to be sent when the high school course concludes. Students may view their final grades on Pathway. No official grade reports will be mailed to the student or sent to the school.

Transcripts showing credit earned will be issued upon request by the student and payment as set forth in the University Undergraduate Academic Catalog. The acceptance of transfer credit and inclusion in the GPA lie within the domain of the receiving institution. For information on existing credit transfer agreements UMKC has with other institutions, please go to <http://www.umkc.edu/articulation/>.

Students have access to unofficial transcripts through Pathway as long as they are currently enrolled at UMKC. Official transcripts must be requested through the [Office of the Registrar - Student Records](#), and are processed through the National Student Clearinghouse. You will need your student ID or your social security number to order transcripts. Official transcripts can be sent via mail or electronically for a fee of \$17.00. Please read the [step-by-step instructions](#) to ensure you order the **correct transcript with all of your posted grades**.

UMKC Grading Scale

The following is the +/- grading scale and grade-point system used at UMKC. This +/- grading scale and grade point system is used by all faculty, in all undergraduate, graduate, and professional programs.

Letter Grade	Description	Points per Semester Hour
A	The highest grade	4.0
A-		3.7
B+		3.3
B	Work of distinction	3.0
B-		2.7
C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		.7
F	Failure without credit	0.0
NR	Not reported	
W	Withdrew; no academic assessment	-

Student Rights, Responsibilities, and Conduct

Family Education Rights and Privacy Act (FERPA) for Higher Education

The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records. It guarantees students at the post-secondary level the right to inspect and view their academic records.

FERPA also prohibits UMKC from releasing information from a student's record to any third party unless the student authorizes the release. All personally identifiable educational records maintained by the University and recorded as part of the normal business of the University are protected by FERPA (including grades, class schedule, fee assessments, scholarships, grants, work study, and loan amounts). The student and only the student may view their own records, unless specifically noted as an exception by FERPA. Some exceptions are:

- Employees of the university who need to view the records in order to conduct the business of the university.
- Lenders and organizations who are associated with the financial aid process may view records that are necessary to administer financial aid.
- Parents who demonstrate that they financially support the student may view the educational records of the student.
- The University will release educational records in compliance with a legally issued subpoena.

For details on the UMKC implementation of FERPA, please refer to the [General Catalog](#) appendix section Policy on Student Records or the [Student Records section of the UM System Collected Rules and Regulations](#)

Communication with High School Officials

UMKC may discuss student grades, behavior, attendance and general concerns with high school officials. FERPA for Higher Education have different regulations than K-12 institutions. High school officials only have the right to discuss student information with parents/guardians, not UMKC instructors or administrators. If you have questions regarding your student, please reach out to your high school instructor.

Student Rights

- You have the right to an efficient and predictable process that is sensitive to your needs.
 - You have the right to appeal a denial of transfer credit at the receiving institution.
- Students are enrolled at UMKC through Pathway and are considered by the University as non-degree seeking university freshmen, with all the rights and privileges of an on campus UMKC student. Students making the choice to register for a university class take the responsibility for the higher education process.

Student Responsibilities

- Students are responsible for learning the admissions requirements of the institution to which you are applying.
- Students are responsible for learning and complying with the specific requirements of any professional program to which you apply.
- Students are responsible for contacting transfer advisors at both institutions to ensure smooth transfer of credits.
- Students are subject to the same regulations regarding credit requirements as degree-seeking students.
- It is the student's responsibility to meet all deadlines.

Student Conduct

"A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students assume new privileges along with new responsibilities in accordance with the University's mission and expectations."

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at university-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off university premises in order to protect the physical safety of students, faculty, staff, and visitors.

Conduct for which students are subject to sanctions falls into the following categories:

1. **Academic dishonesty**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
 - a. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a

- member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
- b. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 - c. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.
2. **Forgery, alteration, or misuse** of university documents, records or identification, or knowingly furnishing false information to the University.
 3. **Obstruction or disruption** of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
 4. **Physical abuse** or other conduct which threatens or endangers the health or safety of any person.
 5. **Nonconsensual sexual behavior** including but not limited to rape; sexual assault; nonconsensual sexual touching of the genitals, breast or anus of another person or the touching of another with one's own genitals whether directly or through the clothing; or exposing one's genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm, or sexual harassment.
 6. **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
 7. **Harassment** by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
 8. **Invasion of privacy** by photographing or recording (using electronic or other means) another person in a state of full or partial nudity in a place where one would have a reasonable expectation of privacy without that person's consent and distributing or transmitting that image without that person's consent.
 9. **Participating in attempted or actual theft** of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
 10. **Unauthorized possession**, duplication or use of keys to any University facilities or unauthorized entry to or use of university facilities.
 11. **Violation of University policies**, rules or regulations or of campus regulations including, but not limited to, those governing residence in university - provided housing, or the use of University facilities, or the time, place and manner of public expression.

12. **Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance** without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri
13. **Disruptive or disorderly conduct** or lewd, indecent, or obscene conduct or expression.
14. **Failure to comply** with directions of University officials acting in the performance of their duties.
15. **The illegal or unauthorized possession or use of firearms**, explosives, other weapons, or hazardous chemicals.
16. **Misuse in accordance with University policy of computing resources**, including but not limited to:
 - a. Actual or attempted theft or other abuse.
 - b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - c. Unauthorized transfer of a file.
 - d. Unauthorized use of another individual's identification and password.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - f. Use of computing facilities to interfere with normal operation of the University computing system.
 - g. Knowingly causing a computer virus to become installed in a computer system or file."

For Parents/Guardians: At-A-Glance Essential Information and FAQs

Please refer to the [UMKC HSCP website](#) for detailed information.

Permission Form

Prior to your student enrolling in the HSCP course at UMKC, you will need to complete the online Permission form through their application. ***Without the completion of this form, your student will not be enrolled.*** Please ensure your student provides the correct parent email on this document. Be prepared to acknowledge your responsibility for all educational fees, finance changes, or late fees connected with the course(s), as well as answer how you will pay for this course from the following options:

- Prepaid in Full with Credit Card
- Prepaid in Full by Check
- Payment Will be Made by Third Party
- Bill me

Tuition

The tuition fees are per credit hour, and are published each semester on the UMKC HSCP website. Dual enrollment students pay about one third the cost of comparable in-state university courses. In addition, most high schools provide textbooks and lab materials.

Bills will be sent to individual students on UMKC Pathway and payment can be made online or by check to the UMKC Cashiers Office. Payment plans are available. To make arrangements for a payment plan, call the Cashiers Office at (816) 235-1365. Any student who owes a balance to the University of Missouri – Kansas City will be unable to receive a copy of a transcript or diploma until that balance is paid in full and will have a financial hold assigned to prevent a transcript/diploma from being issued. Acceptance of prepayment does not guarantee enrollment. Students must meet all requirements and resolve any outstanding University enrollment holds including, but not limited to financial holds, academic holds, or library or parking fine holds prior to being enrolled in classes.

- To pay a previous balances online, please visit the [UMKC Cashiers website](#). UM-System employees may use the [tuition reduction benefit \(PDF\)](#). Information can be found on the UMKC HSCP website.
- A [Tuition Assistance Application](#) is published on the UMKC HSCP website. Please note that tuition assistance is awarded on a limited basis. Applying for assistance does not guarantee that it will be granted.

Withdrawing/Dropping the UMKC Course

Please note: Dropping a class at school does not automatically drop the UMKC class. Students must complete a [course drop request form](#) online.

Tuition refunds are dependent on if the course was paid in full and the drop date. If the course is dropped after the 100% tuition refund date, but prior to the tuition being paid in full, you will still need to pay a percentage (or all) of the tuition.

For example, if you have not yet paid the tuition and drop the course after the 8th week of the term, you are still responsible for 50% of the tuition. If you drop the course after the 12th week of the term, you are responsible for 100% of the tuition. If you drop the course prior to the 8th week of the term, you do not owe any tuition.

Family Educational Rights and Privacy Act (FERPA)

Once a student is enrolled in a university course, the right to access the university educational record (which includes all financial information) belongs to the student. Any High School course information may be accessed through your high school. UMKC cannot disclose grades to parents unless the student agrees to a release of information. Please see the FERPA information previously stated in this document for more information.

Important Dates and Deadlines

The semester deadlines are published on the [UMKC HSCP website](#). Have your student view these important dates and deadlines and add them to a personal calendar as a reminder.

Are HSCP courses the same as on campus classes?

High School College Partnerships (HSCP) duplicates the content of courses offered on campus, including the choice of textbooks, syllabi and examinations. All courses are evaluated using the same on-campus evaluation form. Some courses have prerequisites that must be completed before registration.

Dual Credit Instructor (DCI) courses follow UMKC-approved curriculum and are taught by qualified, UMKC-approved high school instructors who meet all the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission.

Collaborative Teaching with Faculty (CTF) courses are led by UMKC faculty members in collaboration with approved high school teachers who support student learning in the high school classroom.

High school students who participate in dual-enrollment courses have the opportunity to engage in experiences on campus. Enrollment is awarded competitively.

Courses offered at participating high schools may vary. Check with your school counselor for course availability. For a complete list of courses offered, please visit the [UMKC Academic Catalog, High School College Partnership tab](#).

UMKC HSCP Course Process

The academic process for dual credit courses, including registration, payment, and withdrawal dates parallels that for University of Missouri---Kansas City on-campus courses. However, the schedule deadlines may be modified to accommodate the academic schedules of high schools at which the dual credit courses are offered.

What is the difference between dual credit and advanced placement courses?

Students enrolled in dual credit courses offered by University of Missouri---Kansas City earn actual college credit by successfully completing these courses. These courses can be transferred to other public and private colleges and universities into baccalaureate degree programs upon the receiving institutions approval.

Advanced placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit.

How are dual credit final grades recorded?

Final grades for dual credit courses will be reflected on both the student's high school transcript and on the college's permanent record. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in

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these courses: the grades earned under dual credit are permanent and cannot be removed from a student's academic records.

What qualifications must a dual credit instructor meet in order to offer dual credit courses through University of Missouri-Kansas City?

The Missouri Coordinating Board of Higher Education requires that Dual Credit instructors meet the minimum credentials to become a non-compensated lecturer for the university. A prospective instructor must have a master's degree in the content area, OR a minimum of 18 content specific graduate-level hours in the academic field in which they teach. Approval of specific courses and respective dual credit instructors will be based upon credentials and recommendation of the appropriate UMKC department chair.