

If you are interested in using ACP scholarships to pay for graduate level courses here at UMSL in order to qualify to offer ACP credit to your students, you must apply to the ACP Partner Scholarship program. The required application materials are listed below and are found in the subsequent pages of this document.

- ACP Scholarship Policy – for personal reference (keep this)
- Partner Scholarship Application (fill out and return)
- Letter of Intent (fill out and return)
- Letter of recommendation from principal (required)
- Brief resume (required)
- Graduate transcripts showing any graduate level credits -OR- undergraduate transcripts if you have not yet completed a graduate level course. Unofficial is fine (required)
- ACP Partner Scholarship form (fill out and return after you are fully registered for a course)

A Partner Scholarship Form can only be processed after the ACP Scholarship application is complete, all materials have been received and reviewed by the ACP director, **AND** the applicant has applied to a graduate program and is fully registered for the course listed on the ACP Partner Scholarship form.

This scholarship application does not serve as an application to UMSL or as course registration. Those are separate processes:

Graduate Admissions contact information:

Contact Us	
Grad School / gradschool@umsl.edu	Grad Admissions / gradadm@umsl.edu
Phone: 314-516-5900	Phone: 314-516-5458
Fax: 314-516-7015	Fax: 314-516-6996
121 Woods Hall - One University Blvd - St. Louis, MO 63121-4400	

Office of the Registrar contact information:

Office of the Registrar
 One University Blvd
 269 Millennium Student Center
 St. Louis, MO 63121
 314-516-5545 (Registration)
 314-516-5676 (Records & Transcripts)
 314-516-7096 (Fax)
 Registration@umsl.edu
 Web Address: <http://www.umsl.edu/~registration>

ACP SCHOLARSHIP PROGRAM

There are two types of scholarships available through the Advanced Credit Program at the University of Missouri-St. Louis: 1. Partner and 2. Professional Development. These scholarships will be awarded to individual high school faculty or staff in accordance with but not limited to the following:

1. Partner Scholarships:

- a) Teachers may earn up to two - 3 credit hour scholarships per year (one 3 credit hour scholarship for the first 22 credit hours generated via the students enrolled for dual credit in their classroom, and a second 3 credit hour scholarship will be generated if 44 credit hours are generated in their classroom). No more than two scholarships will be awarded per academic year per ACP instructor.
- b) **Transfer of Partner Scholarships.** In order to assist high school instructors not currently working with the ACP to become eligible to offer dual credit courses in compliance with the Missouri Department of Higher Education (MDHE) and the Higher Learning Commission (HLC) guidelines, i.e., completion of a master's degree, with at least 18 graduate credit hours in the content area they will be teaching, ACP instructors may transfer their earned **Partner Scholarships** to non-ACP instructors at that school at the discretion of the high school principal and with approval by the ACP Director for use **only** in meeting MDHE/HLC compliance guidelines to teach dual credit courses in their content area. (Receiving teachers must complete an ACP teacher application prior to using any scholarships.)
- c) **Earned scholarships** must be used within the academic year (August through July). Scholarships may not be banked for future use.

Limitations of Partner Scholarships:

1. Scholarships must be used within the academic year in which they are awarded. (Fall, Spring, Summer)
2. Covers resident (in-state) educational tuition only. Any and all additional fees are the responsibility of the UMSL student.
3. Adjunct Scholarships may be used by the ACP instructor for courses taken through the College of Arts and Sciences, the College of Fine Arts and Communication, the College of Education, the College of Business Administration,
4. Transferred Adjunct Scholarships may only be used in the College of Arts and Sciences, the College of Fine Arts and Communication, the College of Education, and the College of Business Administration, for use in obtaining MDHE/HLC compliance to teach dual credit courses.
5. The maximum number of Partner scholarship hours that may be awarded to professional staff who are **not** yet part of the Advanced Credit Program is thirty (30).
6. Scholarships do not cover non-resident fees. High school teachers currently teaching one or more courses in the Advanced Credit Program and who live outside the state of Missouri and pay Missouri state income

tax may qualify to receive a non-resident tax credit to offset the non-resident fee charged. More information can be found at <http://www.umsl.edu/services/cashiers/cforms.htm>.

7. This Partner Scholarship Policy supersedes all previous scholarship policies and is subject to annual review.

2. Professional Development Scholarships.

- a) Are given to high school principals for award to high school faculty that they have identified who are **not** currently teaching in the Advanced Credit Program at their schools, and who wish to do so, but do not meet the guidelines, i.e. master's degree, including 18 graduate credit hours in the content area.
- b) Or to any professional staff member, who is not currently partnering with the ACP (teachers, counselors, administrators) in their schools to help address the overall professional development needs of the high school and courses must be taken at the graduate level.
- c) Each scholarship will be equivalent to one 3 graduate credit hour course at UMSL.
- d) Principals will be notified of the number of professional development scholarships that their schools will be provided each school year. Scholarships must be used within the academic year (August to July) and may not be banked for future use. The number of scholarships provided will be based on the following table:

Previous Year's Enrollment in ACP	# of Scholarships
10-100 students	1 per year
101-200 students	2 per year
201-300 students	3 per year
301 or more students	4 per year

Limitations of Professional Development Scholarships:

1. Professional Development Scholarships must be used within the academic year in which they are awarded.
2. Covers resident (in-state) educational tuition only. Any and all additional fees are the responsibility of the UMSL student.
3. Professional Development scholarships may only be used in the College of Arts and Sciences, the College of Fine Arts and Communication, the College of Education, or the College of Business Administration, for use in obtaining MDHE compliance to teach dual credit courses or as part of an Educational Leadership/Counseling program requirement, subject to approval by the high school principal and the Advanced Credit Program Director.
4. The maximum number of Professional Development Scholarship hours that may be awarded to any particular person is 18.
5. Scholarships do not cover non-resident fees.
6. This Professional Development Scholarship Policy supersedes all previous scholarship policies and is subject to annual review.

UMSL ACP Partner Scholarship Program Application

Name:		Date:	
Last	First		
Address:			
Street	City	State	ZIP
Contact:			
Mobile Phone	School Email	Personal Email	

High School:

Subject Area:

Anticipated Master's Program Completion Date:

Check List of Required Documents:

- Brief Resume
- Undergraduate/Graduate Transcript (unofficial is okay)
- UMSL ACP Partner Scholarship Program Letter of Intent
- Letter of Recommendation from Principal

UMSL ACP Partner Scholarship Program Letter of Intent

I would like to participate in the University of Missouri – St. Louis, Advanced Credit Program’s scholarship program with the intention of (check one):

- Earning a Master’s degree in my subject area with the intention to qualify as an UMSL Adjunct Professor in order to offer UMSL ACP college credit to my high school students.
- Earning a Master’s degree in Secondary Education with an emphasis in my subject area with the intention to qualify as an UMSL Adjunct Professor and offer UMSL ACP college credit to my high school students.
- Earning a Master’s degree outside my subject area and completing at least 18 additional graduate level credit hours in my subject area with the intention to qualify as an UMSL Adjunct Professor in order to offer UMSL ACP college credit to my high school students.
- Completing 18 graduate level credit hours in my subject area with the intention to qualify as an UMSL Adjunct Professor and offer UMSL ACP college credit to my high school students. I have already earned a Master’s degree.

By signing this letter of intent, I am:

- Agreeing to submit UMSL ACP scholarship forms for the above stated purpose and no other.
- Agreeing to offer UMSL ACP college credit to high school students after I have completed the educational requirements to become a fully qualified UMSL adjunct professor and a position is open at my high school.

Applicant Signature:

Date:

Applicant Printed Name:

ACP Director Signature:

Date:

University of Missouri-St. Louis
ADVANCED CREDIT PROGRAM
PARTNER SCHOLARSHIP

-Please review course restrictions and scholarship policies in the ACP Informational Guide-

Return completed form to the **Advanced Credit Program**

Email: as598lha@umsl.edu

Fax: 314-516-7004

Address: UM-St. Louis, 598 Lucas Hall, One University Blvd., St Louis, MO, 63121-4400.

This scholarship application does not serve as an application to UMSL or as course registration. Those are separate processes through the Admissions and Registration offices.

Name	Student # or SS #		
Address			
City	State	Zip Code	Phone
High School	Department	Email	

Sem/Year	Course #	Course Title:	# of Graduate Credit Hours

If this scholarship is transferred to another teacher the signature of the transferring teacher and the school principal is required.

***Please note that this scholarship may only be transferred to a non-ACP instructor at the school at the direction of the high school principal and with approval by the ACP Director for use only in meeting MDHE/HLC compliance guidelines to teach dual credit courses in their content area.**

ACP Transferring Teacher Signature	High School Principal Signature
ACP Transferring Teacher Name (printed)	High School Principal Name (printed)

To be completed by UMSL Staff Only	
Total Amount of Scholarship:	
Director Advanced Credit Program	Date