

MEMORANDUM OF UNDERSTANDING
for
Fall 2026/Winter 2027
Between
Grand Rapids Community College and
Kent Intermediate School District
Early/Middle College Site
Associate of Applied Arts & Sciences Associate of Arts (A.A.A.S.)
Computer Information Systems: A.A.A.S.
Mechanical Design: Certificate

This Memorandum of Understanding ("Agreement") is made and entered into by and between Grand Rapids Community College ("GRCC" or "College") and **Kent Intermediate School District ("Kent ISD")** (collectively, the "Parties").

WHEREAS, GRCC wishes to be an educational leader, partner and resource for and within its community, including through assessing and meeting learning needs of members of the **Kent ISD** community by providing higher education academic opportunities at convenient and accessible locations and times;

WHEREAS, **Kent ISD** wishes to provide learners with access to academic opportunities within its community to initiate and facilitate their higher education journeys;

WHEREAS, GRCC and **Kent ISD** wish to demonstrate responsible stewardship of community members' tax investments by developing new, effective, and innovative partnerships and ideas for community economic development;

WHEREAS, the Parties desire to create a middle college program (hereinafter "**EMC**" or "Program") at **Kent Intermediate School District**;

WHEREAS, the Parties intend that students admitted to the Program in tenth grade will be able complete a sequence of high school and college courses leading to the fulfillment of all Michigan Merit Curriculum requirements and earn up to an Associate Degree or certificate upon completion of a four-year program.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

A. Program Terms

1. GRCC will provide staff and support services, as necessary, to generate higher education academic programs at Kent ISD early/middle college programs.
2. Instructional needs and staff assignments will be determined by the GRCC Provost and Deans.
3. GRCC offerings at **Kent ISD** will be consistent with the content and quality of all other GRCC programs, regardless of location;
4. **Kent ISD** and GRCC will each designate a Program Liaison to coordinate solutions to any issues that may arise in the administration of this Agreement and to seek to

- resolve any concerns or unusual circumstances.
5. GRCC will designate appropriate administrative personnel for successful operations.
 6. GRCC will be solely responsible for final selection of courses offered; the creation and development of courses and curriculum consistent with its policies; and course materials used during each academic term.
 7. GRCC will retain all tuition revenues generated.

B. Grand Rapids Community College Responsibilities

During the term of this Agreement, GRCC shall:

1. Employ and compensate faculty teaching GRCC courses at **Kent ISD**, which is located at: **1655 East Beltline Avenue NE, Grand Rapids, MI 49525.**
2. Provide instruction that will be scheduled to take place between Monday - Thursday, and between the hours of 9:00 AM – 2:15 PM, as necessary, in order to fulfill GRCC contact hour and contractual standards.
3. Provide **Kent ISD** with a list of all registration and calendar activities that affect each semester.
4. Market classes within **Kent ISD**.
5. Provide on-site placement testing, if necessary.
6. Assist **Kent ISD** to determine the college-ready criteria for appropriate academic placement of students.
7. Assist with recruitment of students while adhering to GRCC admissions processes.
8. Assist with the selection of students.
9. Provide student orientation.
10. Provide GRCC faculty orientation to location and early college concept and ideals.
11. The Parties agree that GRCC instructors assigned to Kent ISD courses must meet background check requirements and standards which apply to Michigan K-12 school entities under Michigan law. Therefore, GRCC shall notify Kent ISD of the assigned instructors as soon as practicable prior to the start of the respective semester. Whenever possible, this notification shall occur at least three weeks prior to the start of the semester. GRCC will provide such instructors with information provided by Kent ISD regarding the completion of criminal background fingerprint check processes using Kent ISD's Agency ID. The GRCC instructor may elect to utilize the GRCC Police Department or another law enforcement agency for completing the fingerprinting process, but must undergo a criminal background fingerprint check using Kent ISD's Agency ID, upon Kent ISD's determination that such a check is required by law. No GRCC instructor shall be disqualified from placement in a Kent ISD facility based on the results of a background check, except to the extent required by law. In the event an instructor may not be placed into such an assignment based on the results of the background check, Kent ISD will notify GRCC as soon as practicable. GRCC will strive to provide an alternate qualified staff to the extent feasible.
12. Coordinate resources and efforts related to facility and operational needs.
13. Provide information as needed by **Kent ISD** administration including, but not limited to, required textbooks, class lists, final grades, and invoices/billing statements.
14. As needed, conduct in-service training for designated **Kent ISD** personnel regarding GRCC policies, forms, and procedures.
15. Provide academic advising, tutoring, navigator, and other student support services, as deemed appropriate by GRCC.
16. Provide specifications for appropriate classroom space, network infrastructure,

equipment and material storage, utilities, facility maintenance, and custodial services consistent with standards for other GRCC classrooms.

17. Provide invoices in a timely fashion.
18. Abide by applicable laws regarding students with disabilities (including the Americans with Disabilities Act, as Amended, and the Rehabilitation Act of 1973), including through the provision of access to appropriate college-level accommodations when a disability is documented and the student registers with **Kent ISD** Special Education Services office.
19. Abide by applicable laws student privacy laws (including the Family Educational Rights and Privacy Act) and the Parties' policies and procedures relating to education records, and student personally identifiable information.
20. Require faculty and staff assigned to **Kent ISD** to follow and abide by safety and cleaning requirements established by **Kent ISD**.

C. Kent Intermediate School District Responsibilities

During the term of this Agreement, **Kent ISD** shall:

1. Assist in developing the calendar of Program activities and class schedules.
2. Adhere to GRCC academic standards relating to classes, instruction, and programming.
3. Comply with the timelines set forth in this Agreement, and **Kent ISD** acknowledges that failure to meet such timelines may result in GRCC's inability to offer courses at **Kent ISD** in current or future semesters.
4. Make every effort to provide GRCC with its master calendar by **June 1**, but in no case later than **August 1** prior to the start of the academic year. **Kent ISD** understands and acknowledges that GRCC's ability to schedule preferred classes will be diminished if calendars are received after **June 1**.
5. Assist with the recruitment of eligible students (who must be actively enrolled at **Kent ISD**) for the Program.
6. Provide GRCC with input regarding Program design and curricular offerings.
7. Unless otherwise agreed upon by the Parties, recruit and register no less than eighteen (18) eligible students for the Program, subject to GRCC's right to determine the maximum number of students per class. If the requisite number of students are not registered by **August 20** (for the fall semester) and **December 15** (for the winter semester), **Kent ISD** will be responsible to GRCC for the payment of tuition and fees for each student who was not registered (up to eighteen (18) students).
8. Submit student applications in a timely fashion for the appropriate college semester. Applications must be submitted no later than **May 1** for the fall semester, and **November 30** for Winter semester.
9. Abide by applicable laws student privacy laws (including the Family Educational Rights and Privacy Act) and the Parties' policies and procedures relating to education records, and student personally identifiable information.
10. Assist in promoting GRCC courses within **Kent ISD**.
11. Provide appropriate facilities, equipment and classroom resources to support the academic programs offered by GRCC at **Kent ISD**, including:
 - a. Adequate heating, lighting, and classroom equipment;
 - b. Classrooms with internet accessibility;
 - c. Access to computer labs, as necessary;
 - d. Maintenance of equipment and facilities;

- e. LCD projectors with connectivity and speakers, including cables for laptop connections;
 - f. Classroom furniture suitable for college learners; and
 - g. Access to a copy machine for reasonable faculty use, as needed.
12. Provide information regarding **Kent ISD** and the facility in which Program classes will occur to GRCC faculty and staff assigned to **Kent ISD**. Such information will be sufficient to allow instructors to function effectively within the teaching environment, and shall include, without limitation, information regarding: classroom location and access; fire exit locations and access; restroom facility locations and access; employee lounge and break area locations and access; parking locations and access; building emergency response procedures; and local procedures for informing students about the cancellation of classes.
 13. Coordinate safety and security policies and procedures relating to **Kent ISD** facilities, as needed, and notify the GRCC Program Liaison and the GRCC Campus Police Department of any suspected criminal activity that takes place on district property during the hours GRCC holds classes.
 14. Provide technology support to assist GRCC faculty, staff, and students with any technology problems that may be encountered in connection with Program activities.
 15. Comply with applicable disability and accessibility laws (including the Americans with Disabilities Act, as Amended, and the Rehabilitation Act of 1973) relating to students, employees, and the public.
 16. Communicate building closures and class cancellations, including those based upon inclement weather decisions, in a timely manner. Class time that is lost due to building closures is not required to be made up due to inclement weather.
 17. Process and pay invoices in a timely manner.
 18. Provide timely class lists to GRCC.
 19. Make any recommendation or requests for schedule changes after classes have been approved in a timely manner to GRCC's Director of High School Partnerships. GRCC retains the right to determine whether to acquiesce in any such requests.
 20. Provide a staff contact who will assist GRCC's Disability Support Services Office in implementing approved accommodations for students with disabilities
 21. Provide GRCC with contact information for **Kent ISD's** Title IX Coordinator, and promptly report all alleged incidents of sexual harassment, sex discrimination, or other conduct prohibited by GRCC's Title IX Sexual Harassment Policy or GRCC's Non-Discrimination, Anti-Harassment and Equal Opportunity Policy. All such reports will be made to GRCC's Director of Equal Opportunity Compliance & Title IX Coordinator. Each Party agrees that it will comply with applicable laws, including Title IX, regarding the investigation and resolution of all such incidents.
 22. **Kent ISD** will follow and abide by its established safety and cleaning requirements and any other such requirements under applicable laws.

D. Tuition, Fees, Refunds, and Textbooks

1. GRCC assesses tuition by contact hour for students attending the College and participating in credit-based classes.
2. Program students will be charged according to state guidelines. However, the GRCC Board of Trustees (Board) may, upon the recommendations of the College's President, establish a separate tuition rate for Program students when attending classes held at their local district. This rate may be inclusive of all uniform fees which may be established by the Board, considering the costs incurred by the local district when holding college

classes on its premises. The rate for 2026-27 on-site cohorted classes is \$143.00 per credit hour.

3. Any Program student that is also enrolled in a GRCC course taking place at a GRCC facility will be charged the College's regular, applicable tuition and fee rates for such a course.
4. Special course and/or lab fees do not require approval by the Board. These fees are intended to offset the cost of consumable materials and supplies used in specific courses, and are approved by the College's Provost.
5. All refunds of tuition and fees will be based on the student's official withdrawal date in accordance with GRCC's established Student Refunds Policy.
6. In general, fall semester invoices will be sent to **Kent ISD** in November, and winter semester invoices will be sent to **Kent ISD** in March.
7. GRCC will ensure that information regarding College-approved, applicable course textbooks and materials is provided to **Kent ISD** in sufficient time for the ordering, purchasing, and delivery of such textbooks and materials prior to the start of each semester.

E. Rent

1. GRCC will pay **Kent ISD** a rental fee of \$14.00 per hour of Program classroom use for in-person courses and instruction for the fall 2026 and the winter 2027 semesters. **Kent ISD** will submit invoices to GRCC in January (for the fall semester) and May (for the winter semester). GRCC will timely process and pay such invoices.
2. By way of example and for avoidance of doubt, the rental fee for a course that is offered for one hour per day for ninety (90) instructional days within a semester would be charged as follows: 1 classroom for 1 hour per day for 90 total days: $1 \times 90 \times \$14.00 = \$1,215$
3. It is anticipated that no more than Nine Hundred and Ninety (990) hours will be charged per semester.
4. If the Parties agree to the rental of additional space, a rental fee of \$10.00 per square foot per semester shall be charged and invoiced in the manner set forth above in Section (E)(1).
5. The Parties agree to meet and collaborate upon request to determine the appropriate compensation and rental fees for future semesters under any successor agreements.

F. Inclement Weather and Building Closures

Any decision to close buildings or otherwise to cancel classes at **Kent ISD** will be made independently by School District administration. If a cancellation decision is made, GRCC will not hold courses. Cancellations will be posted to area media weather forums by **Kent ISD** administration and on **Kent ISD's** website.

G. Insurance

Each Party shall each maintain appropriate General Liability Insurance throughout the Term of this Agreement. Evidence of such coverage shall be provided upon request.

H. Indemnification and Hold Harmless

To the extent allowable by law, GRCC shall indemnify and hold harmless **Kent ISD** from any and all claims brought on behalf of any third-party arising out of any act or omission by any GRCC employee, student, or agent related to this Agreement or its subject matter.

To the extent allowable by law, **Kent ISD** shall indemnify and hold harmless GRCC from any and all claims brought on behalf of any third-party arising out of any act or omission by any **Kent ISD** employee, student, or agent related to this Agreement or its subject matter.

I. Non-Discrimination

GRCC and **Kent ISD** will not discriminate against any student based on the protected classes of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, protected veteran status, genetic information, height, weight, marital status, or any other basis protected by law.

J. Non-Exclusive Agreement

This Agreement shall not prohibit either party from providing educational services to other community agencies or institutions.

K. Term and Termination

This Agreement shall become effective upon execution by both Parties and will continue for a period of one (1) year, unless terminated by either Party. Either Party may terminate this Agreement at any time and for any reason by providing at least thirty (30) days' prior written notice. Such termination shall be effective upon the completion of all scheduled classes. The Parties agree that they intend to enter into a successor agreement covering the subject matter of this Agreement on a yearly basis, but nothing contained in this Agreement shall create any obligation for either Party to enter into any future agreement.

L. Resolution of Concerns

In the event that a service provided by the **Kent ISD** does not meet GRCC's expectation, the College's Director of High School Partnerships will notify the **Kent ISD** Liaison in an effort to resolve any concerns. If the concern is not resolved within a reasonable period of time, the Director of High School Partnerships will notify the Provost of the College or designee, who, in turn will review the matter with the **Kent ISD** Superintendent or designee.

In the event that a service provided by GRCC does not meet **Kent ISD's** expectation, the **Kent ISD** Liaison will notify the College's Director of High School Partnerships in an effort to resolve any concerns. If the concern is not resolved within a reasonable period of time, the **Kent ISD** Liaison will notify the School District Superintendent or designee, who, in turn will review the matter with the Provost of the College.

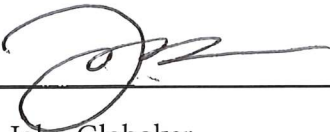
M. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and may be modified only by written agreement of the Parties.

N. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan without regard to conflict of law or choice of law principles.

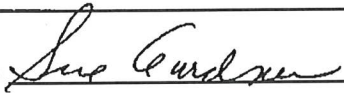
Grand Rapids Community College


By: John Globoker

Its: VP of Finance & Administration

7/29/26
Date

Kent Intermediate School District
Superintendent/Designee
Representative


By: Sue Carlson

Its: Asst Svp. of Career & Talent Dev.

7/28/26
Date

