

POSTSECONDARY ENROLLMENT PROGRAMS

The following guidelines have been established in accordance with Board policy and the rules of the Ohio State Department of Education.

Each year, prior to March 1st, the high school Principal shall provide information regarding the optional postsecondary enrollment program to the students currently enrolled in grades 9, 10, and 11 and to their parents. This information should be mailed to the student's current address. A record should be kept of the mailing list and the date of the mailing in order to confirm compliance with State rules.

The postsecondary institutions to which this option program applies are: any State assisted college or university and any other nonprofit educational institution that holds a certificate of authorization pursuant to Chapter 1713 of the Ohio Revised Code.

- A. Students must be bona fide freshmen, sophomores, juniors, or seniors for the year in which participation is sought. In addition, the student must meet the college of choice's established placement standards for college-level courses for which credit is awarded and be accepted by the college.
- B. A student who has been expelled by this Board is ineligible to enroll during the period of expulsion. In accordance with Board policy, the Board shall deny high school credit for postsecondary courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

Options

- A. Students will be able to elect to take courses for college credit only or for both high school and college credit. Students who choose to receive only college credit must pay the college's tuition and fees themselves. If a student is enrolled in college through Postsecondary Enrollment Options, and has elected to receive high school credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which an expulsion is imposed.
- B. A student may not enroll in courses to receive credit toward high school graduation for more than the equivalent of:
 - 1. four (4) academic school years, if the student so enrolls for the first time in grade nine;
 - 2. three (3) academic school years, if the student so enrolls for the first time in grade ten;
 - 3. two (2) academic school years, if the student so enrolls for the first time in grade

eleven;

4. one (1) academic school year, if the student so enrolls for the first time in grade twelve.

Enrollment

By March 30th of each year, a student or his/her parent must complete and submit the Intent To Participate **Form** filed with the high school administration which signifies the student's intent to participate in the program for the following school year. Prior to completing this form the student and his/her parents must participate in the special counseling sessions described below and confirm receipt of these counseling services by signing at the prescribed place on the intent form.

Expulsion Notices to Colleges

When a student is expelled, the Superintendent will send a written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. This notice must indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for college courses taken during an expulsion. If the expulsion is later extended, the Superintendent again must notify the college.

Counseling Services The student and parents must participate in the following counseling services provided by the high school counselors:

A. Program Eligibility and Credit Options

B. Potential Risks and Consequences

Among the potential risks of participation the student must be willing to accept are:

1. increased student responsibility for learning because of less instructional guidance;
2. reduced opportunities to participate in high school co-curricular and extra-curricular activities;
3. increased financial obligations for tuition, books, materials, and fees, if college credit only is sought;
4. potential loss of after-school employment opportunities;
5. possible effect on grade point average and class standing;

6. possible delay of graduation;
7. increased time for travel, study, etc.

C. Potential benefits are:

1. expanded curriculum offerings;
2. opportunities to study in more depth those areas of special interest or need;
3. opportunities to earn college credits while still in high school;
4. opportunities for financial support for taking college courses while still in high school;
5. opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college.

D. College Acceptance and Scheduling

Participation is contingent upon admission to the college. The District will assist the student in gaining admission by providing transcripts and other related documents but will accept no responsibility if the student is not accepted by the college. Students who are awaiting acceptance should register for high school classes as if they were not participating in the program. Schedule changes will then be made prior to the start of each semester for those students who receive notice of admission which must be provided by the college, in writing, to the student, the District, and the Department of Education within ten (10) days of acceptance.

E. Financial Arrangements

Students who elect to take the college course for college credit only will have the financial responsibility for tuition, books, materials, and fees. The Board accepts no financial responsibility for those students who will be paying for their own tuition, fees, or books. Those arrangements

are between the college and the student and/or his/her parents.

Students assume no financial obligations if they elect to take the college course for college and high school credit. Tuition, books, materials, and fees are assumed by the Board. Should students fail to complete a course taken for credit (whether through a formal "class drop" process or through nonattendance reasons other than those normally accepted by the school administration) any and all financial obligations assumed by the Board will default to the students and their parents.

F. Process for Granting Academic Credits

When students have elected to receive high school credit for college courses, credit will be awarded for successful completion of courses in accordance with the following guidelines:

1. The Principal shall require the student to submit a course syllabus or detailed description of each college course taken so that a comparison can be made with existing high school courses.
2. If the Principal determines that the college course is comparable to one offered by the high school, the equivalent high school credit shall be granted.
3. If the Principal determines that the college course is not comparable to one offered by the high school, credit shall be granted in a subject area similar to that taken by the student at the college.
4. In the event that the student or parents contest the credit, the Superintendent shall determine the appropriate credit. The Superintendent's decision may be appealed to the State Board of Education, whose decision in the matter shall be final and binding.
5. Students who enroll in a college course for both high school and college credit will receive on their high school transcript the grade issued by the college. While the course will be clearly designated on transcripts as a college course taken for high school credit, the grade will be computed in the grade point average as if issued by the high school faculty.
6. If a student is expelled from the District's schools, the Principal shall deny high school credit for any postsecondary courses taken during the expulsion.

G. Criteria for Transportation Aid

All students participating in the postsecondary enrollment option program will be responsible for their transportation to and from their homes and the college or to and from the high school and the college.

Students may be eligible for full or partial reimbursement for transportation between the college and the high school, however, if they meet either of the following two (2) criteria:

1. students must be taking the college course(s) only for high school credit
2. students must be eligible for either free or reduced price lunches under the provisions of the eligibility scale established by the United States Department of Agriculture, pursuant to 42 U.S.C. 1758

The amount to be reimbursed will be the amount set by the Ohio Department of Education as approved by the State Board of Education. Reimbursement will be made only upon application of the students and only at the end of a semester.

H. Available Student Services

Students enrolled in the postsecondary program will be entitled to all student services provided to any other of the District's high school students (counseling, health, etc.). However, these services will be provided only while the students are on the high school campus and only upon request. It is also the students' responsibility to keep themselves informed of academic and other requirements for all students who attend the high school.

I. Consequences of Failing or Not Completing a Course

1. If students withdraw from the college course within the first two (2) weeks of the course, they will be rescheduled for the appropriate high school courses, and no record of the college course will appear on the transcript. However, if students withdraw from the college courses after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.

2. Any course taken for high school credit at a college or university and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the college where the work was undertaken.

J. Effect on Completion of Graduation Requirements

Students using college courses for credit toward high school graduation may do so. However, it is the responsibility of participating students and parents to be sure that the courses undertaken will meet the graduation requirements for the students. Upon acceptance by the college, students should schedule an appointment with a high school counselor to develop a written schedule showing courses to be taken at the high school and at the college as well as all graduation requirements remaining to be met. No high school graduation requirements shall be waived for any student as a result of participation in this program.

K. Academic and Social Responsibilities of Students and Parents

1. When attending either regular classes or co-curricular/extra-curricular activities at the high school, students participating in this program will be expected to abide by all Board policies and the Student Code of Conduct. Students and their parents assume all responsibility and liability related to attendance at a college and must agree to hold harmless the Board of Education, the administration, and the staff for any incidents arising out of participation in this program.
2. Students must meet all requirements and standards established by the college and assume responsibility for attendance and behavior.

L. Information and Encouragement to Use College Counseling Services

The high school counselors, during the individual counseling sessions, shall make available any information provided by the college concerning its counseling services. In addition, counselors should encourage students and their parents to utilize counseling services available at the college to better ensure successful completion of the college courses.

M. Grade Point Computation and Reporting of Grades

1. For those college courses taken for high school credit, the grade for that course will be computed at the end of the next regular grading period at the high school following the receipt of an official transcript from the college. All grades to be entered on the high school transcript must be taken from an official transcript from the college. Should there be an urgent need for a letter grade, notification on official letterhead from the college instructor advising of the grade will be accepted to verify the grade.

2. Eligibility for co-curricular and extra-curricular activities in accordance with Board Policy, will be affected if courses are taken for high school credit. Students will be provided the appropriate form and asked to have their instructor fill it out. This form should be submitted prior to the close of high school classes each nine (9) weeks. Eligibility will be checked at the end of each college quarter or semester. A failing grade will result in an ineligibility for the next full school semester.