

## POSTSECONDARY ENROLLMENT PROGRAMS

### **ELIGIBILITY**

Your child must be a bona fide freshman, sophomore, junior, or senior for the year in which participation is sought. A senior student who elects to receive credit toward graduation is eligible to participate for the equivalent of one (1) academic year. A junior electing that option is eligible to enroll for the equivalent of only two (2) academic years. In addition, your child must meet the eligibility requirements of the college of choice and be accepted by the college.

A student who has been expelled by this District is ineligible to enroll during the period of expulsion. In accordance with Board policy, the District ( ) **shall ( ) may** 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.

To be eligible to participate, a student must meet the participating college's established placement standards for college-level courses to which credit is awarded.

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.

### **OPTIONS**

Your child will be able to elect to take courses for college credit only or for both high school and college credit.

A student may not enroll in courses to receive credit toward high school graduation for more than the equivalent of:

- A. four (4) academic school years, if the student so enrolls for the first time in grade nine;
- B. three (3) academic school years, if the student so enrolls for the first time in grade ten;
- C. two (2) academic school years, if the student so enrolls for the first time in grade eleven;
- D. one (1) academic school year, if the student so enrolls for the first time in grade twelve.

### **ENROLLMENT**

By March 30th of each year, you and your child must complete and submit the Intent To Participate Form 2271 F1 filed with the high school administration which signifies the intent to participate in the program for the following school year. Prior to completing this form, you and your child 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.

Failure to meet this deadline shall exclude your child from the program for that school year unless a waiver is granted by the Superintendent. Participation may be withdrawn by you or your child at any time upon written notification to the high school administration.

Your child must identify the appropriate postsecondary enrollment option prior to the start of the first class session of the fall quarter or semester at the college. Once the first class session of the fall term has been held, s/he may not change the option selected during the period of that school year, regardless of the number of courses taken.

## **COUNSELING SERVICES**

You and your child must participate in the following counseling services provided by the high school counselors:

### **Program Eligibility and Credit Options**

#### A. 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 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 needed travel, study, etc.

#### B. 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.

C. College Acceptance and Scheduling

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

D. Participating Institutions of Higher Education

A list of all institutions of higher education that currently participate in the program or in another dual enrollment program.

If your child withdraws from the college class for high school credit within the first two (2) weeks of the college course, s/he will be re-enrolled in the high school classes which were previously dropped.

Reasonable efforts will be made in scheduling to accommodate the needs of your child when leaving the high school campus in order to participate in this program. However, scheduling conflicts are not the responsibility of the District. Revising the master schedule and/or unduly overloading classes are not required in order to accommodate schedule requests.

### **FINANCIAL ARRANGEMENTS**

If your child elects to take the college course for college credit only, you will have the financial responsibility for tuition, books, materials, and fees. The District accepts no financial responsibility for those parents who will be paying for tuition, fees, or books. Those arrangements are between the college and you and your child.

You and your child assume no financial obligations if s/he elects to take the college course for both college and high school credit. Tuition, books, materials, and fees are assumed by the District. Should your child 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 District will default to you and your child.

### **PROCESS FOR GRANTING ACADEMIC CREDITS**

When your child has elected to receive high school credit for college courses, credit will be awarded for successful completion of courses in accordance with the following:

- A. The Director shall require your child 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.
- B. If the Director determines that the college course is comparable to one offered by the high school, the equivalent high school credit shall be granted.
- C. If the Director 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.
- D. In the event you and your child 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.

- E. If your child enrolls in a college course for both high school and college credit, s/he 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.
- F. If a student is expelled from the District schools, the Director ( ) **(shall)** ( ) **(may)** deny high school credit for any postsecondary courses taken during the expulsion.
- G. If a college withdraws its acceptance of an expelled student who elected to take courses for high school credit only, the District shall not award high school credit for the college course in which the student was enrolled at the time the college withdrew its acceptance.

### **CRITERIA FOR TRANSPORTATION AID**

You will be responsible for your child's transportation to and from home and the college or to and from the high school and the college.

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

- A. your child must be taking the college course(s) only for high school credit
- B. your child 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 ( ) **each quarter** ( ) **a semester**.

### **AVAILABLE STUDENT SERVICES**

Your child 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 your child is on the high school campus and only upon request. It is also your child's responsibility to keep himself/herself informed of academic and other requirements for all students who attend the high school.

### **CONSEQUENCES OF FAILING OR NOT COMPLETING A COURSE**

If your child withdraws from the college course within the first two (2) weeks of the course, s/he will be rescheduled for the appropriate high school courses and no record of the college course will appear on the transcript. However, if your child withdraws from the college course after two (2) weeks of 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.

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.

**EFFECT ON COMPLETION OF GRADUATION REQUIREMENTS**

Your child may use college courses for credit toward high school graduation. However, it is your and your child's responsibility to be sure that the courses undertaken will meet graduation requirements. Upon acceptance by the college, your child 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.

**ACADEMIC AND SOCIAL RESPONSIBILITIES OF YOUR CHILD**

When attending either regular classes or co-curricular/extra-curricular activities at the high school, your child will be expected to abide by all District policies and the Student Code of Conduct. You and your child 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.

Your child must meet all requirements and standards established by the college and assume responsibility for attendance and behavior.

**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 will encourage your child to utilize counseling services available at the college to better ensure successful completion of the college courses.

**GRADE POINT COMPUTATION AND REPORTING OF GRADES**

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.

**ELIGIBILITY FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Participation in co-curricular and extra-curricular activities may be affected if courses are taken for high school credit. Your child will be provided Form 2271 F2 and asked to have their instructor to fill it out. This form should be submitted ( ) **weekly** ( ) **bi-weekly** prior to the close of high school classes each semester. 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.

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