

### **POST-SECONDARY ENROLLMENT PROGRAM**

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in the State of Ohio. Therefore, the Board will permit qualifying high school students to enroll in approved post-secondary programs. Students will be deemed eligible to receive secondary credit for completing any of these programs providing they meet the established requirements as set forth by O.R.C. Chapter 3365 and the Board.

#### **Deadlines and Procedure**

Eligible students (those enrolled in ninth, tenth, eleventh, or twelfth grade) may enroll full or part-time for nonsectarian courses for high school and/or college credit in accordance with the following procedures:

- A. Information about the Post-Secondary Enrollment Options Program will be provided prior to March 1st (annually) to students enrolled in grades eight through eleven and their parents/guardians.
- B. Students/parents must notify the District, prior to March 31, of intent to participate in the Post-Secondary Enrollment Options Program. (Note: failure to provide such notice will make a student ineligible to participate in the program unless approved in writing by the District Superintendent.)
- C. Any eligible student choosing to participate in the Post-Secondary Enrollment Options Program will be provided counseling services including possible risks, consequences and potential benefits. Counseling will include the following:
  1. Program eligibility including:
    - a. Freshman status as locally determined; and
    - b. Acceptance by college;
  2. Process for granting credit;
  3. Financial responsibilities - tuition, books, materials, fees;
  4. Criteria for transportation aid;
  5. Available support services;
  6. Scheduling;

7. Consequences of failing or not completing a course in which the student enrolls and the effect of the grade attained in the course being included in the student's grade point average;
  8. The effect of program participation on the student's ability to complete the District's graduation requirements;
  9. Academic and social responsibilities of students and parents/guardians for participation;
  10. Information about and encouragement to use the college counseling services; and
  11. Explanation that funding may be limited and that not all students who wish to participate may be able to do so.
- D. Students/Parents who have expressed interest and received counseling services must sign a form indicating that the details of the program have been presented and that criteria is understood.
- E. Students in grades nine, ten, eleven, and/or twelve may enroll in college for high school graduation and/or college credit, if the following conditions are met:
1. Students must be accepted by the college; and
  2. College must send written notice (to all appropriate parties, including student, parent, School District Superintendent, and superintendent of public instruction) within ten (10) days of enrolling students. Such notices shall include courses and hours of enrollment and the option selected.
- F. Encouragement to enroll shall be given to all students who have the ability to undertake college work, especially gifted students.

If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the expulsion. The Superintendent shall send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension.

A student may not enroll in any specific college course through the program if the student has taken high school courses in the same subject area as that college course and has failed to attain a

cumulative grade point average of at least 3.0 on a 4.0 scale, or its equivalent, in such completed high school courses.

### Enrollment Options

- A. Option A permits eligible students to enroll in college courses and receive any college credit for the course. Students enrolling in this option will be required to pay all costs incurred, including tuition, books, materials and fees. The college shall award full credit upon successful completion, but the District shall not award high school credit.
- B. Option B permits eligible students to enroll in college courses for college and high school graduation credit. Students electing this option will not be required to pay for tuition, books, materials or fees associated with the course. Parents and students should be aware that if a student fails to complete a post-secondary course, they are responsible for the financial obligation including tuition, textbooks, materials or other fees.

### High School Credit

- A. If a student successfully completes a course in which he/she was enrolled as an Option B student, the Board shall award him/her appropriate credit toward high school graduation.
- B. Students who elect to receive high school graduation credit, shall receive such credit under the following circumstances:
  - 1. If a course comparable to one a student completed at the college level is offered by the District, the Board shall award comparable credit for the course completed at the college.
  - 2. If no comparable course is offered by the District, the Board shall grant an appropriate number of credits in a similar subject area to the student.
- C. The Board shall not award graduation credit to a student for courses failed or withdrawn from before completion.
- D. The Board shall not award a student credit toward graduation unless, at the time of enrollment, the student elected to receive high school credit.
- E. Any dispute between students and the Board regarding high school credits for college work may be appealed to the State Board of Education whose decision is final.

### Student Records

- A. Evidence of successful completion of each course and the high school credits awarded by the District shall be included in the student's cumulative record. The record shall indicate that the credits were earned as a participant of the Post-Secondary Enrollment Option Program and shall include the name of the college at which the credits were earned.
- B. Each grade received by a student participating in the Post-Secondary Enrollment Option A shall be recorded, but the credits shall not count toward the student's graduation requirement. A change to Option B must be requested, in writing, to the high school principal within fourteen (14) days from date of enrollment.
- C. Each grade received by a student participating in the Option B program shall be recorded and counted when determining the following:
  - 1. Cumulative grade point average
  - 2. Athletic eligibility
  - 3. Honor student qualifications (in senior year, notification will include 1st quarter or semester grades)

### High School/College Enrollment

- A. A 9<sup>th</sup> grade student may not receive credit toward high school graduation for more than the equivalent of four academic school years.
- B. A 10<sup>th</sup> grade student may not receive credit toward high school graduation for more than the equivalent of three academic school years.
- C. An 11<sup>th</sup> grade student may not receive credit toward high school graduation for more than the equivalent of two academic school years.
- D. A 12<sup>th</sup> grade student may not enroll for more than the equivalent of one academic school year.
- E. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
- F. The maximum number of Carnegie units that may be earned during the academic year is the total of the high school courses and college courses; the total may not exceed the

number of Carnegie units that might be scheduled using the total number of periods available at the high school during an official school day, less the standard lunch period.

- G. The conversion of courses for high school graduation credit earned through successful completion of college courses is as follows:

College courses shall be substituted for courses required for high school graduation based upon comparability of content and without regard to instructional time. The Carnegie units awarded shall be the same as if the comparable course were taught in the District school.

### Financial Responsibilities

The District shall not charge a student enrolled in a post-secondary program an additional fee or tuition for their participation in such program. Students may be required to pay the costs associated with taking an advanced placement or international baccalaureate examination. If a student fails to complete the course due to class drop process or nonattendance, the student or parent(s) are responsible for all costs associated with the course.

The following process shall be used to collect all course costs:

- A. The District may determine and accept other reasons, including medical reasons, for failure to complete the course.
- B. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
- C. If the District provides transportation for resident students in grades eleven and twelve, upon parent application and determination of need according to the provisions of the National School Lunch Act, a student enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school which he/she attends and the college/university in which he/she is enrolled in accordance with guidelines established by the State Board of Education.
- D. No reimbursement for course costs, transportation costs or District liability are applicable if the student enrolls in a college course while he/she is also a full-time student in the District.

### Other Considerations

- A. A student enrolled in the program shall follow the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies

and codes are applicable during the time the student is attending high school and is on school property for any class or activity.

- B. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment; adjustments to individual schedules may be made by the school administration.
- C. The District adheres to the Ohio High School Athletic Association rules, regulations, and bylaws to determine eligibility to participate in athletics. In order to be eligible, the student must have passed a minimum of five one-credit courses or the equivalent which count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses.

### Underperforming Students

An “underperforming student” is a student who meets at least one of the following conditions:

- 1. Has a cumulative grade point average of lower than 2.0 in the college courses taken through the college credit plus program;
- 2. Withdraws from, or receives no credit for, two (2) or more courses in the same term.

An “ineligible student” means a student who meets the definition of an underperforming student for two (2) consecutive terms of enrollment.

### Probation

The District is responsible for placing an underperforming student on college credit plus (“CCP”) probation within the CCP program. The District shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's status. The District shall advise the student and the student's parent on requirements for continuing in the program.

While a student is on CCP probation, the following shall apply:

- 1. The student shall enroll in no more than one college course in any term.
- 2. The student shall not enroll in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.

If a student had registered for more than one college course for the next term prior to being placed on CCP probation, the student shall request each applicable institution of higher education to dis-enroll the student from courses as necessary to comply with OAC 3333-1-165.13(C)(2). If the student elects to remain enrolled in one course for the next term, the student shall notify the applicable institution of the course in which the student would like to remain enrolled. The institution will confirm the course enrollment and all course dis-enrollments in the pre-term notice of admission. In the event the student fails to dis-enroll from courses, the District shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student shall be declared an ineligible student and dismissed from the program for the next term.

If a student takes a college course after being placed on CCP probation and the course grade raises the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in the CCP program without restrictions, unless the student again becomes subject to this rule. If the student takes a college course while on CCP probation and the course grade does not raise the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the District will dismiss the student from the program.

### Dismissal

The District is responsible for dismissing an ineligible student from the college credit plus program. The District shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's dismissal.

A student who has been dismissed from the CCP program shall not take any college courses through the program. If the student had registered for any college courses for the next term prior to being dismissed from the program, the student shall request each applicable institution of higher education to dis-enroll the student from those courses. In the event the student fails to dis-enroll from courses as required by this paragraph, the District shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student's dismissal from the program shall continue for an additional term.

Failure to make academic progress, as defined in this policy will result in an extension of CCP dismissal.

After one term of CCP dismissal, a student may request that the District allow the student to participate in the CCP program. The District shall review the student's full high school and college academic record to determine the student's academic progress. The District shall continue the student's dismissal, place the student on CCP probation, or allow the student to participate in the program without restrictions in accordance with this policy. . For purposes of this paragraph,

summer shall count as a term of dismissal from the program only if the student is enrolled in one or more high school courses during the summer.

### Appeals

A student who is dismissed from the CCP program, or is prohibited from taking a course in a subject may appeal the decision to the Superintendent. The Superintendent shall consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

1. Allow the student to participate in the program without restrictions;
2. Allow the student to take a course otherwise prohibited by this policy;
3. Allow the student to participate in the program on CCP probation;
4. Maintain the student's dismissal from the program.

The student must request an appeal within five (5) business days after being notified of the CCP dismissal or the CCP probation that prohibits the student from taking a course in a particular subject. The District shall promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal. The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is made. The decision shall be final. The District shall promptly notify any institution of higher education in which the student is enrolled of the decision.