

GUIDELINES FOR POSTSECONDARY ENROLLMENT PROGRAMS

The following information on the postsecondary enrollment options program has been prepared for your review. After reading this information, if you have any questions, please contact a counselor or dean of students.

Eligibility

A student must be a bona fide junior or senior for the year in which participation is sought. Tenth-graders who become eligible by completing all of the High School MEAP Tests and receiving a score that qualifies for State Endorsement are not eligible until their junior year. A junior or senior student must have completed the requirements for a State-endorsed diploma or his/her eligibility is limited to enrollment in a subject area in which s/he has met the endorsed-diploma requirement. A junior or senior who has taken all of the MEAP High School tests may take courses in computer science, a foreign language not offered by the District as permitted by the District or in a subject area for which there are no endorsements. A junior student must have met the requirements for a State-endorsed diploma in mathematics, reading, writing, science, and social studies. In addition, the student must meet the eligibility requirements of the postsecondary institution of choice and be accepted by that institution.

Eligible Institutions and Courses

A list of the postsecondary institutions at which a student may enroll and the courses that can be selected may be obtained from the high school student services office.

Program Eligibility and Credit Options

- A. An eligible course is any course offered by the postsecondary institution other than one considered to be a hobby craft; recreation or physical education; theology, divinity, or religious education and that is not offered by the school, or is offered but determined by the school not available to your child.
- B. A student may opt to receive high school credit, college credit, or both at the time of enrollment in each course.
- C. High school credit may be counted toward graduation and subject area requirements.
- D. In order to be eligible for one (1) or more postsecondary courses, if the student is in grade 10, s/he must take applicable High School MEAP Tests at the regularly scheduled time in the spring or the retest time in the fall.

Credit Options

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

Enrollment

By April 30 of each year, the student and parent(s) must complete and submit the Intent To Participate Form 2271 F1 to the high school student services office, which signifies the student's intent to participate in the program during the following school year.

Failure to meet this deadline shall exclude the student from the program for that school year unless the Superintendent grants a waiver. S/he may withdraw from participation at any time upon written notification to the high school administration.

The student and parent are to identify the appropriate postsecondary course(s) prior to the start of the first class session of the fall quarter or semester at the postsecondary institution. After ten school days of the current academic semester at Mattawan High School, a student may not change the selected courses(s), regardless of the number of courses taken.

Counseling Services

The student and parent 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 responsibility for learning because of less instructional guidance;
 2. Reduced opportunities to participate in high school co-curricular and extra-curricular activities;
 3. Potential loss of after-school employment opportunities;
 4. Possible delay of graduation;
 5. 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.

College Acceptance and Scheduling

Participation is contingent upon admission to the postsecondary institution. 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 postsecondary institution. 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 postsecondary institution, in writing, to your child and the District.

Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the high school campus in order to participate in this program. However, if a schedule conflict cannot be resolved, the student may enroll at the postsecondary institution. The school will not revise the master schedule and/or unduly overloading classes in order to accommodate schedule requests.

Financial Arrangements

The District will pay the charges submitted by the postsecondary institution or the prorated percentage of the State foundation allowance paid on behalf of the particular student, whichever is the lesser.

The postsecondary institution will not charge a late fee provided the student registers during the institution's drop/add period.

Should students fail to complete a course and a refund is available, the School District shall be reimbursed first.

Process for Granting Academic Credits

If the student has elected to receive high school credit for postsecondary institution courses, credit will be awarded for successful completion of courses in accordance with Board Policy 2271.

Transportation

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

Available Student Services

While enrolled in the postsecondary program, the student 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 student is on the high school campus and only upon request. It is also the student's responsibility to keep informed of academic and other requirements for all students who attend the high school.

Consequences of Failing or Not Completing a Course

If a student withdraws from the postsecondary institution course within the postsecondary institution's drop and add period, s/he will be rescheduled for the appropriate high school courses, and no record of the postsecondary institution course will appear on the transcript. However, if the student withdraws from the postsecondary institution courses after the drop and add period, the course will appear on the transcript and will carry a grade of Withdrawn, which will be computed in the same manner as a failing grade on the high school transcript. In addition, this will jeopardize the student's status to graduate, because the student is not meeting the graduation criterion of being a full-time student.

Effect on Completion of Graduation Requirements

The student may use postsecondary institution courses for credit toward high school graduation. However, it is the student's responsibility to be sure that the courses undertaken will meet the graduation requirements. Upon acceptance by the postsecondary institution, the student 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 postsecondary institution 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 Students and Parents

While participating in this program and attending either regular classes or co-curricular/extra-curricular activities at the high school, the student will be expected to abide by all District policies and the Student Code of Conduct.

The student is not allowed to participate in intercollegiate athletics while participating in the postsecondary options program.

The student and parent assume all responsibility and liability related to attendance at a postsecondary institution 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.

The student must meet all requirements and standards established by the postsecondary institution and assume responsibility for attendance and behavior.

Information and Encouragement to Use Postsecondary Institution Counseling Services

The high school counselors, during the individual counseling sessions, shall make available any information provided by the postsecondary institution concerning its counseling services. In addition, the student and parent are encouraged to utilize counseling services available at the postsecondary institution to better ensure successful completion of the postsecondary institution courses.

Grade Point Computation and Reporting of Grades

Students who enroll in a postsecondary institution course for both high school and postsecondary institution credit will receive on their high school transcript the grade issued by the postsecondary institution. While the course will be clearly designated on transcripts as a postsecondary institution course taken for high school credit, the grade will be computed in the grade point average.

Eligibility for co-curricular and extra-curricular activities in accordance with Board Policy 2430 and Policy 2431 will be affected if courses are taken for high school credit. Your child will be provided Form 2271 F2 and asked to have their instructor fill it out. This form should be submitted weekly prior to the close of high school classes each Friday. Eligibility will also be checked at the end of each postsecondary institution quarter or semester.

STUDENT STATUS REPORT (form 2271 F2)

Student's Name _____ Date: _____

Student's School _____ Course: _____

College/University _____

CURRENT STATUS:

_____ Attending Class Regularly

_____ Not Attending Regularly

_____ Doing Passing Work

_____ Not Doing Passing Work

COMMENTS:

Professor Signature: _____ Date: _____