

POST-SECONDARY ENROLLMENT OPTIONS

Procedures for student enrollment and participation:

1. General requirements:
 - a. junior or senior status as determined by Findlay High School principal
 - b. acceptance by college
 - c. enrollment for college credit or both high school graduation and college credit
 - d. financial arrangements for tuition, books, materials and fees.
2. The Findlay High School principal will notify all 10th and 11th grade students and parents and/or guardians of this option (including information in #1) by March 1st of each school year.
3. Student and/or parent(s)/guardian(s) are required to inform the Findlay High School principal by signing an Intent to Participate form by March 31st of the year wishing to enroll. Failure of the student to deliver to the principal the Intent to Participate form by March 31 shall result in the superintendent determining student participation.
4. Findlay High School guidance staff and administration will provide counseling services to students and parents prior to participation in the program. Counseling services will include but are not limited to:
 - a. junior status as locally determined
 - b. acceptance by college
 - c. options required by SEC. 3365.04 of Ohio Revised Code
 - d. financial arrangements for tuition, books, materials and fees
 - e. process of granting academic credits
 - f. criteria for any transportation aid
 - g. available support services
 - h. scheduling
 - i. consequences of failing or not completing a course
 - j. the effect of program participation on student's ability to complete district's graduation requirements
 - k. academic and social responsibilities of students and parents under this program
 - l. information/encouragement of college counseling services
5. If the Findlay High School principal does not receive notification of acceptance from the college within ten days after acceptance the school will contact the college.
6. The student may opt to receive college credit only or both college and high school credit. The student must designate which option at the time of enrollment.
7. If a student completes a course in college, the Board shall award him/her appropriate credit toward high school graduation if at the time of enrollment he/she elects to receive credit for courses toward fulfilling the graduation requirements.

- a. High school credit awarded for courses successfully completed shall count toward graduation requirements and subject area requirements.
 - 1) The Findlay High School principal shall award comparable credit for the course/courses completed at the college.
 - 2) If no comparable course is offered by Findlay High School, the principal shall grant an appropriate number of credits in a similar area.
 - 3) Any disputes between the student and principal regarding high school credits granted for a course may be appealed to the State Board of Education by the student.
 - 4) Student's records must show evidence of successful completion of each course, the college awarding credit and the high school credits earned.
 - 5) Credits earned under the post-secondary enrollment program shall be included in the student's grade point average. A grade awarded by the college shall be counted as the equivalent district grade. Only those college courses specifically designated as Honors program courses will be awarded the weighted 5 point A for purposes of calculating high school Grade Point Average.
 - 6) College classes dropped by students "WF" will be included on high school transcripts and in high school grade point averages and class rank.
 - 7) Students dropping college classes "WP" will not be given any high school partial credit. "WP" classes will be shown on high school transcripts, but not calculated in G.P.A. or class rank.
8. High School/College Enrollment
 - a. An eleventh grade student may not receive credit toward high school graduation for more than the equivalent of two (2) academic school years.
 - b. A twelfth grade student may not enroll for more than the equivalent of one (1) academic school year.
 - c. Proportionate reductions will be made for any student who enrolls in the program during the course of a school year.
 - d. A student shall be enrolled for a minimum of eight (8) courses/classes per semester in order to be considered a full-time student for program purposes.
 - e. The maximum number of Carnegie units that may be earned during the academic year shall be the sum of the high school courses and college courses; the sum shall not exceed the number of courses for full-time status.

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

college courses for which five semester hours (7 quarter hours) are earned shall be awarded one (1) Carnegie unit. Courses of fewer than 5 semester or 7 quarter hours will be awarded proportional credit. Failure in a college class will result in no high school credit being awarded.

9. Financial Responsibilities

- a. If a student elects to enroll for college credit only, the student is responsible for all costs associated with the course.
- b. If a student elects to enroll for the combination high school/college credit, the district is responsible for costs associated with the course, dependent upon State Foundation reimbursements.
- c. If a student fails to complete the course due to class drop process or non-attendance, or other reason unacceptable to the high school principal, the student or parent is responsible for all costs associated with the course.
- d. The district may determine and accept other reasons including medical, etc. for failure to complete the course.
- e. The District Treasurer will collect all course costs.
- f. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the Student Loan Fund.
- g. Upon parent application and determination of need according to the provision 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 transporting the student between the secondary school he attends and college in which he is enrolled.
- h. It is to be understood that the District is not to be held responsible for any student accidents or injuries occurring to students at the post-secondary site or in travel to and from the post-secondary site.
- i. No reimbursement for course costs, transportation costs or district liability are applicable if the student enrolls in a college course while he is also a full-time student in the district.

10. Other Considerations

- a. A student enrolled in the program will follow the Findlay High School attendance policy as well as the code of conduct for curricular and extra-curricular activities.

These policies and codes will be applicable during the time the student is attending Findlay High School.

- 1) Students suspended for discipline may attend college post-secondary sites, but will be unable to be on school property or attend extra-curricular events.
 - 2) A student expelled from Findlay High School will be allowed to continue at a post-secondary site, but will be unable to be on school property or attend extra-curricular events. Expelled students will be given credit towards high school graduation for courses taken and successfully completed at post-secondary sites.
- b. The student enrolled in this program must realize that the high school master schedule will not be altered or adjusted in order to permit enrollment; adjustments to individual schedules may be done by the school administration.
 - c. The District will adhere to the Ohio High School Athletic Association regulations for eligibility to participate in athletics. In order to be eligible the student must be passing four courses during the prior grading period. The four courses may be a combination of high school and college courses. A grade of Incomplete is not a passing grade.
 - d. In circumstances where a student is withdrawn from a college course for any reason, the student is not guaranteed the availability of a similar class or any other high school class, depending on class size, books, certified teacher availability, and potential for success. Findlay High School course change procedures, prerequisites, and time lines all apply to students in this situation.
 - e. College textbooks which have been paid for by the District must be returned to the District.
 - f. Students must complete all state and Findlay High School graduation requirements, e.g., proficiency tests, course credits, fees, prior to receiving a diploma. Although credits earned through the Post-Secondary Enrollment program count toward graduation, they do not negate any high school requirements.
 - g. Graduating seniors participating in the Post-Secondary Enrollment program will be allowed to participate in high school graduation exercises; however, a high school diploma will be issued only after the principal has received an official college transcript verifying that appropriate credits have been earned by the student. The student is responsible for requesting college transcripts and any costs associated with the issuance of college transcripts.

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