

POSTSECONDARY (DUAL) ENROLLMENT Administrative Guidelines

The following guidelines have been established to ensure that these programs operate as effectively as possible and in accordance with Board policy and the School Code. The postsecondary institutions to which this option program applies are any State-assisted and degree-granting college or university and any other nonprofit educational institution that is certified to operate in the State.

Each year, prior to May 1, the high school administration shall provide information regarding the optional postsecondary (dual) enrollment program to eligible students currently enrolled in grades 8-11.

Eligibility

Students who achieve a minimum score or higher per Department of Education guidelines on standardized tests such as PSAT, SAT, ACT, MME are eligible in the content areas tested. Foreign-exchange students are not eligible. The Postsecondary Enrollment Options Act and the Career and Technical Preparation Act do not prohibit a district from supporting any student regardless of eligibility under those acts. In addition, the student must meet the eligibility requirements of the postsecondary institution of choice and be accepted by that institution.

The total number of courses may not exceed 10 and a student may not take dual enrollment, with a few exceptions, beyond his/her fourth year in high school:

Maximum Number of Courses Allowed Each Year				
	Begin in Grade 9	Begin in Grade 10	Begin in Grade 11	Begin in Grade 12
Grade 9	2			
Grade 10	2	2		
Grade 11	2	4	6*	
Grade 12	4	4	6*	6

**Cannot exceed a total of 10 courses over years 11 and 12 combined without written agreement by the post secondary institution and the local district.*

Criteria

1. Student **MUST** be a 9th – 12th grader (Fall entrance for 9th grader).
2. Student **MUST** have taken the EXPLORE, PLAN, ACT, COMPASS, MME, PSAT or SAT and must have achieved a qualifying score in the subject area(s) to be eligible for dual enrollment. If the desired course does not have a subject area on the qualifying tests, the district's recommendation is that the student have a qualifying score in English/reading for liberal arts courses and a qualifying score in English/reading and math for computer/technology courses.
3. Student **MUST** take an Advanced Placement course offered by Fitzgerald High School, in the subject area, prior to any dual enrolled course. If there is no AP Course for the subject area, the student must take the Fitzgerald High School equivalent course prior to dual enrollment (i.e. psychology, sociology).
4. Courses that qualify for tuition support **MUST** be courses not offered by Fitzgerald Public Schools or a course that a student is unable to take at Fitzgerald High School due to an irreconcilable schedule conflict.
5. Students **MUST** be enrolled in at least one class at Fitzgerald High School and not more than 4 classes at the post secondary institution. (Total number of classes, including post-secondary institution, cannot exceed five.)
6. Classes **MAY NOT** be hobby/craft, physical education, theology, divinity or religious education.
7. The student may request to test out of a course, in order to be eligible for a particular postsecondary course

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. The student shall designate the type of credit desired at the time of enrollment.

Grades

If the student wishes to have the grade from each course entered on his/her transcript and made a part of his/her GPA either for possible scholarships or participation in

collegiate athletics, s/he should so notify the principal/counselor at the time of enrollment.

Student Completes Request for Dual Enrollment

- A. Students 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, the student may not change the option selected during the period of that school year, regardless of the number of courses taken.
- B. Failure to meet this deadline shall exclude the student from the program for that school year unless a waiver is granted by the Superintendent. Participation may be withdrawn by the student or parent at any time upon written notification to the high school administration.

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. Students taking college courses shall reduce their high school class schedule by the number of college classes they are taking. Schedule reductions will be done at the start or end of the student's day.

In the event that the student withdraws from the postsecondary institution class for high school credit within the postsecondary institution's drop and add period, the student 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 students who will be leaving the high school campus in order to participate in this program. However, if a schedule conflict cannot be accommodated, the student may enroll in the postsecondary course. Revising the master schedule and/or unduly overloading classes are not required in order to accommodate schedule

requests.

Financial Requests

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 lessor. Charges in excess of the payment will be billed by the postsecondary institution to the student and his/her parents.

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

Should students fail to complete a course, the student/parents must reimburse the district for the cost of the course.

Process for Granting Academic Credits

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

1. If the principal determines that the postsecondary institution course is comparable to one offered by the high school, the equivalent high school credit shall be granted.
2. If the principal determines that the postsecondary institution 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 postsecondary institution.
3. In the event that the student or parents contest the credit, the Director of Academic Services shall determine the appropriate credit. The Director of Academic Service's decision shall be final and binding.
4. Students who are enrolled for six (6) classes/courses (either exclusively through high school courses or through a combination of high school courses and postsecondary institution courses taken for high school credit) may still enroll in postsecondary institution courses for postsecondary institution credit. However, such

supplemental enrollment will be at the student's expense.

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 postsecondary institution or to and from the high school and the postsecondary institution.

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.

Consequences of Failing or Not Completing a Course

If students withdraw from the postsecondary institution course within the postsecondary institution's drop and add period they will be rescheduled for the appropriate high school courses, and no record of the postsecondary institution course will appear on the transcript. However, if students withdraw from the postsecondary institution courses after the drop and add period, the course will appear on the transcript and will carry a grade of "F".

Effect on Completion of Graduation Requirements

Students using postsecondary institution 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 postsecondary institution, 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 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

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 District policies and the Student Code of Conduct.

No student is allowed to participate in intercollegiate athletics while participating in the postsecondary options program.

Students and their parents 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.

Students 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, counselors should encourage students and their parents 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

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