

## **POST-SECONDARY ENROLLMENT OPTIONS**

The intent of this policy is to establish the requirements for student enrollment in post-secondary courses taken before high school graduation. This Policy does apply to courses taken physically or virtually at post-secondary institutions, but does not apply to Advanced Placement (AP) courses.

### **Eligible Institutions**

The Principal or designee will maintain a list of approved institutions from which students may take post-secondary courses to include, at a minimum the University of Maine System, the Vocational Technical College System and Maine Maritime Academy. Inclusion of institutions on this list does not imply that state or district funding will be provided for courses at these institutions.

Students may request to take courses at institutions not currently listed as eligible. Such decisions shall be made on a case-by-case basis.

### **Student Eligibility Requirements**

Typically, students taking post-secondary courses are in grades 11 and 12 and are guided to take no more than one course per semester and two courses per academic year. Exceptions beyond the typical limit can be made at the discretion of the Principal following discussion with the student, the parents or guardians, guidance staff and other appropriate staff such as faculty in the discipline or the Coordinator of Gifted and Talented Services.

A student must meet the following criteria (statutory requirements) prior to enrolling in a post-secondary course:

- A. Have a minimum of a “B” average in his/her courses overall;
- B. Meet the course admission standards of the eligible institution;
- C. Provide evidence of parent/guardian approval for taking the course; and

- D. Obtain approval from the principal and guidance counselor.

### **Exceptions to Eligibility Requirements**

A student who does not meet the “B” average in his/her courses overall is eligible to take a post-secondary course provided that he/she:

- A. Has been assessed and received a recommendation to take the course from the school administration; and
- B. Has been approved for participation in the course by the eligible institution.

### **Awarding of Credits**

Old Town High School shall maintain a list of post-secondary institutions (or departments within institutions) from which credit can be applied toward the high school transcript and/or graduation requirements. Students may request to have credit applied from institutions not currently listed. Such decisions shall be made on a case-by-case basis.

Typically, to be accepted for credit, courses would meet these requirements: The eligible institution shall grant full credit to any student who successfully completes a course.

- A. The course must meet for a minimum of one semester.
- B. The course must involve academic rigor equal to or greater than an equivalent high school course.
- C. Attendance must satisfy the instructor’s requirements. The Principal may request that the eligible institution record and report attendance to the high school.
- D. The student must earn a passing grade in the course

Number of credits earned would be determined as appropriate considering hours of class meeting time, academic rigor and other course requirements.

**Financial Assistance**

- A. The Maine Department of Education shall pay applicable tuition costs for any student enrolled in a course under this policy if the eligible institution requires tuition payment.
- B. The student and his/her parent/guardian are responsible for paying for all textbooks, course fees and transportation costs.

**School Unit Reporting Requirements**

The Superintendent shall ensure that information concerning post-secondary enrollment options is made available to parents and students and shall provide an annual report to the School Board regarding the number of students taking courses at post-secondary institutions.

Legal Reference: 20-A MRSA § 4771 et seq.

First Reading: December 16, 2009

Adopted: January 20, 2010