

ADMINISTRATIVE GUIDELINES
POSTSECONDARY ENROLLMENT OPTIONS

1. Program Eligibility

- A. In order to be eligible for the postsecondary option, the student must have achieved junior or senior status as defined in the Senior High School Curriculum Guide.

- B. Students in grade 11 may not receive high school/college credit for more than the equivalent of two academic years (180 quarter hours of credit). Students in grade 12 may not receive high school/college credit for more than one academic year (90 quarter hours of credit). These restrictions shall be reduced proportionately for any student who enrolls in the program during the course of a school year.

Note: Equivalent units of credit are determined by using the total number of periods available at Fairfield High School during an official school day.

- C. Students must be officially accepted by the college/university. The college/university must send written notice to all appropriate parties including student, parent, Superintendent and Superintendent of Public Instruction within 10 days of enrolling students. Such notices shall include course titles, hours of enrollment and the option selected. A college/university is defined as any state-assisted college or university and any nonprofit institution holding a certificate of authorization from the Ohio Board of Regents.

- D. Students must notify the District of their intent to participate in this program by March 30 of the year preceding the college attendance. Any student who fails to provide notification by this required date may not participate in the program during the following school year without the written consent of the Superintendent.

- E. Students and parents must sign a form, provided by the high school, indicating that appropriate counseling was provided and that they understand the responsibilities they must assume.

2. Program Options

- A. Option "A" - The student may elect at the time of enrollment to receive only postsecondary credit from the college for the course(s) taken at college. The student must pay tuition and fees as established by the college or university and must pay for textbooks and materials.

- B. Option "B" - The student may elect at the time of enrollment for each course to receive credit for the courses toward fulfilling the high school graduation requirements as well as postsecondary credit from the college. The student does not directly pay for tuition, fees, textbooks or materials. The responsibility for payment rests with the Ohio Department of Education which will deduct equivalent funds from the District's allocation of state funds.

Note: A student enrolled full-time in the District who is also taking a college course is fully responsible for the expenses incurred.

3. Granting of Credit under Option "B"

- A. If the District has a comparable course to the one a student successfully completes in college, the Board shall award comparable credit.

- B. If the District does not have a comparable course to the one a student successfully completes in college, the Board shall award an appropriate number of credits in a similar subject area.

- C. If there is a dispute between the Board and the student regarding high school credits granted for successful completion of a college course, the student may appeal the local Board's decision to the State Board of Education whose decision is final.

- D. Student records must reflect evidence of successful completion of each college course and the high school credit awarded. The record shall indicate that the credits were earned as a participant in the postsecondary enrollment options program and shall include the name of the college at which the credits were earned.

- E. Formula for granting of credit
 - five semester hours of college credit = 1 unit of credit (15 quarter hours)
 - seven and one-half quarter hours of college credit = 1 unit of credit (15 quarter hours)
 - fractional units shall be awarded proportionately

4. Failure to Successfully Complete Course under Option "B"

- A. If a student fails a college course or does not complete the course, whether through a formal "class-drop" process or nonattendance no credit is earned toward the high school graduation requirement.
- B. If a student fails to complete the college course, whether through a formal "class-drop" process or nonattendance other than for reasons generally accepted by the District, the parent or student will be liable for any and all financial obligations for that course.

5. Graduation Requirements

- A. No high school graduation requirement may be waived for any student participating in this program.
- B. No diploma will be issued until college course work taken for high school credit is completed.

6. Grade Point Average

- A. All letter grades earned for completion of college courses for high school graduation credit will be assigned the following numerical value:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

- B. The numerical values will be used in determining grade point averages and class rank. Classes taken for pass/fail grade will not be used in determining grade point average and class rank.

7. Athletic Eligibility

- A. In order to earn and maintain athletic eligibility, students must be enrolled in four classes or the equivalent that count toward graduation. Passing grades must be earned in these courses.

8. Transportation

- A. The student and/or parent is responsible for providing transportation to and from the college.
- B. Transportation aid is available based on financial need established annually as determined by the income eligibility scale for free or reduced-price lunches.
 - C. Reimbursement is limited to state funds received by the District for transportation.

9. Textbooks and Materials

- A. All textbooks, materials and equipment provided to a student and paid for by state funds are the property of the student's District.
- B. Collect calendars do not usually coincide with the high school calendar. Calendar problems are not the responsibility of the District.

10. Scheduling Conflicts

- A. Scheduling conflicts between college courses, high school courses and school activities are not the responsibility of the District.

11. Board Policies, School Rules and Procedures

- A. All Board policies and Fairfield High School rules, regulations and procedures are applicable to students enrolled in the Postsecondary Enrollment Options Program.

12. Note to students who may wish to consider the Postsecondary Enrollment Options

- A. Students who have the ability to undertake college work may wish to consider this program.

- B. These students and their parents are required to consult with their counselor for a more detailed explanation of the program prior to a student's participation in the program.

(Approval date: September 25, 1995)