

# ***Postsecondary Enrollment Options Program***

## ***Wapakoneta High School***

### **I Definition and Purpose**

The Postsecondary Enrollment Options Program has been established to permit high school students to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students. College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college preparatory courses generally should not substitute for important broader content college preparatory courses.

### **II Enrollment Options**

- A. "Option A" – At the time of postsecondary enrollment the student may elect to take college courses for college credit only. The student is responsible for all costs involved in this option.
- B. "Option B" – At the time of postsecondary enrollment, the student may elect to take courses for high school credit as well as college credit. There is no cost to the student for this option.

### **III Notification**

- A. By March 1, school districts must have notified students and parents of the program and options. This will be accomplished by a section of the Course Registration Guide and/or by newsletter.
- B. By March 30, students must have indicated to the school their intent to participate. Failure to do so would make them ineligible without the superintendent's permission.
- C. Colleges and universities must notify student, school, and superintendent that a student has been accepted in PSEO within ten days of acceptance and include course(s) and hours of enrollment and option selected.

### **IV Eligibility**

- A. It is recommended that juniors and seniors pursuing postsecondary options have passed all five parts of the tenth grade Ohio Graduation Test (OGT).
- B. To be eligible for athletic participation, postsecondary options program students must meet the rules established by the Ohio High School Athletic Association and the Wapakoneta City School district for all athletic eligibility.
- C. Students must apply to and meet the eligibility requirements of the postsecondary institution. The requirements vary between institutions.

### **V College and High School Graduation Credit**

- A. The Board of Education will award a student appropriate credit toward high school graduation when the student chooses Option B and the student successfully completes the course(s) in which he/she is enrolled under the following guidelines:
  - 1. If most of the content of the college course is comparable to one offered by the district, the Board will award subject area requirement credit.
  - 2. If the district offers no comparable course, the Board will grant an appropriate number of credits as electives.
  - 3. If there is a dispute between the Board and the student regarding high school credits granted for a course, the student may appeal the Board's decision to the State Board of Education. The State Board's decision regarding any high school credits is final.
- B. College courses may be substituted for courses required for high school graduation based upon comparability of content and without regard to instruction time. The credits awarded may be the same as if the comparable course(s) were taught at Wapakoneta High School, with fractional credits awarded proportionately:

7.5 qtr. hrs.	=	1.00 credit
5 qtr. hrs.	=	.66 credit
4 qtr. hrs.	=	.53 credit
3 qtr hrs.	=	.40 credit
2 qtr hrs.	=	.26 credit
5 sem. hrs.	=	1.00 credit
4 sem. hrs.	=	.80 credit
3 sem. hrs.	=	.60 credit
2 sem. hrs.	=	.40 credit

- C. Evidence of successful completion of each course and the high school credits awarded by the district shall be included in the student's cumulative record. The record shall indicate that the credits were earned as a participant of the postsecondary enrollment options program, which shall include the name of the college at which the credits were earned.
- D. If a student is taking a college course for high school credit and that credit is required for graduation, the following guidelines will be observed:
1. Since the college course will not likely be completed by the time high school graduation is scheduled, Wapakoneta High School will allow the student to participate in the ceremony, but receive the diploma only after official notification that the course is satisfactorily completed.
  2. This will be allowed only if the student has previously proven herself/himself to be successful in previous postsecondary coursework.
- E. If a college course is offered as a graded course (letter grades awarded), a high school student may not choose to take the course for pass/fail.

## VI Limits to Enrollment

The student's total combined schedule between Wapakoneta High School and the participating institution cannot exceed seven classes (the number of classes available in a school day).

Information and counseling must take place to inform students and parents of possible risks and consequences of participating in the program. These are listed below, along with the number of the applicable rule from the Ohio State Board of Education "Rules for Postsecondary Enrollment Option," Chapter 3301-44.

- Program eligibility (rule 3301-44-03)
- Process for granting credit (rule 3301-44-06)
- Financial arrangements, tuition, books, materials, fees (rule 3301-44-08)
- Transportation (criteria for aid) (rule 3301-44-08)
- Available support services
- Scheduling (rule 3301-44-06)
- Scheduling courses upon return to Wapakoneta High School during a grading term
- Consequences of failing and of dropping a course
- Graduation requirements
- Academic and social responsibilities of students and parents/guardians for participation
- Use of college counseling services

## VII Financial Responsibilities

- A. For those students enrolled in college courses for college credit exclusively (Option A), the college will notify the student about payment of tuition and fees in the customary manner.
- B. For those students enrolled in college courses for college and graduation credit (Option B), the college will be reimbursed for tuition, fees, materials and textbooks in accordance with the Ohio Revised Code 3365.07. Funds normally allotted to Wapakoneta High School from the State of Ohio will be routed to the college according to a prescribed formula.
- C. Students choosing either option will be responsible for their own transportation to and from the college. A student may only be reimbursed for transportation costs if the student is eligible for financial assistance according to federal guidelines for lunch assistance.

- D. It is the responsibility of the participating college to notify the student, parent, and Wapakoneta High School of a student's failure to complete the course(s) as a result of dropping a class after the "no penalty" drop period or failure to attend classes regularly.
- E. All textbooks acquired under Option B belong to the college and must be returned there at the end of the course. If a student wishes to purchase the book, payment should be made to the college office.
- F. All postsecondary options students will be responsible for purchasing and maintaining parking passes at the college.
- G. Students withdrawing from courses will be billed the state established cost per hour for each course. Students will not graduate until all financial obligations are met. (See B.O.E. Policy 2271)

## **VIII Possible Risks and Consequences**

- A. Impressionable high school students will be in a non-structured setting on the college campus with students who are 19 to 23 years old or older.
- B. The difference in academic competition among students on the high school versus the college campus may have a negative effect on the high school student's grade point average.
- C. The inconsistency among college curricula could affect the instruction and services students receive.
- D. No college courses will be counted as weighted courses in computing a student's class ranking.
- E. The scheduling of college and high school courses may mean that large blocks of time will be free during the regular school hours. The student may spend a disproportionate amount of time traveling, increasing liability and risk.
- F. For most students, transportation will not be available to the college site.
- G. Access to instructors on the college campus may be much more restrictive than at Wapakoneta High School.
- H. Students may miss the many social, academic, sports, fine arts activities and other services available to them on the high school campus.

## PLEASE NOTE: GUIDELINES FOR STUDENT ATHLETIC ELIGIBILITY

If a student is taking all course work at the postsecondary institution, the minimum number of credits required (under either the quarter or semester system) in order to maintain athletic eligibility is **13**.

It is highly recommended that you obtain a copy of Ohio's Postsecondary Enrollment Options Program from the State Department of Education (614-466-2211). In addition, students electing to enroll in PEOP must be certain that: 1) The faculty members at the postsecondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over; and 2) The student-athlete is taking enough course work at the postsecondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the postsecondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. **College courses for which five semester hours (7 ½ quarter hours) of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately.**

### Examples of postsecondary options:

<b>Example 1: 1<sup>st</sup> Nine-Week Grading Period</b>			
<b>Subject</b>	<b>School</b>	<b>Credit &amp; Duration</b>	<b>Credit Equivalency (Must equal 5 units or equivalent)</b>
History	High	1 (year course)	$1.0 \times 1.0 = 1.0$
Literature	PEOP	3 quarter hours	$.4 \times 3.0 = 1.2$
Calculus	PEOP	5 quarter hours	$.67 \times 3.0 = 2.01$
Biology	PEOP	3 quarter hours	$.4 \times 3.0 = 1.20$
			<b>Total Credits 5.41 = eligible</b>

- Eligible for 2<sup>nd</sup> grading period provided all courses passed.
- The factor of 3 is used for postsecondary institutions that are on the quarter system.

<b>Example 2: 4th Nine-Week Grading Period</b>			
<b>Subject</b>	<b>School</b>	<b>Credit &amp; Duration</b>	<b>Credit Equivalency (Must equal 5 units or equivalent)</b>
French	PEOP	5 semester hours	$1.0 \times 2.0 = 2.0$
Sociology	PEOP	3 semester hours	$.6 \times 2.0 = 1.2$
Computers	PEOP	2 semester hours	$.4 \times 2.0 = .8$
Geology	PEOP	3 semester hours	$.6 \times 2.0 = 1.2$
			<b>Total Credits 5.2 = eligible</b>

- Eligible for 1 grading period of next school year provided all courses passed.
- Note that this student is taking all courses at the postsecondary institution, which is acceptable.
- The factor of 2 is used for postsecondary institutions that are on the semester system.

# **POSTSECONDARY ENROLLMENT OPTION PROGRAM**

*Wapakoneta City Schools*

\_\_\_\_\_ and \_\_\_\_\_  
*Student*                      *Grade*                      *Parent/Guardian*

-----

TO: SCHOOL OFFICIALS:

We have received the following information regarding the Postsecondary Enrollment Options Program:

- Program eligibility
- Options
- Academic Credit Information
- Criteria for transportation aid
- Consequences of failing or nonattendance
- Graduation requirements
- General information
- If a student drops a course, they will be required to reimburse Wapakoneta City Schools.

Having received this information, we choose to participate in the counseling service concerning the advantages and disadvantages of the Postsecondary Option. In signing this statement, I/we feel that the rules and regulations of the Postsecondary Option are understood.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Signature(s)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

***Please return this form to your high school counselor, thus indicating your desire to receive additional counseling relative to the postsecondary option.***

# **INTENT FORM**

## **POSTSECONDARY ENROLLMENT OPTION PROGRAM** *Wapakoneta High School*

TO: Wapakoneta High School Guidance Office

Having been informed by local school officials of the Postsecondary Options Program, we, the undersigned, choose to do the following:

We wish to participate in the Postsecondary Options program and understand the responsibility we assume for the upcoming school year. Our son/daughter will attend the following college or university.

\_\_\_\_\_  
*Son/Daughter's Name*

\_\_\_\_\_  
*College or University*

Please check the option in which you wish to participate.

\_\_\_\_\_ **Option A** I will take college course work for college credit only. This course work will not count toward fulfilling the graduation requirements at Wapakoneta High School. (Parent/Student Expense)

\_\_\_\_\_ **Option B** I will take college course work to fulfill high school graduation requirements for Wapakoneta High School and to earn college credit(s). (Local School Expense) If a student drops a course, they will be required to reimburse Wapakoneta City Schools.

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Parent/Guardian*

\_\_\_\_\_  
*Guidance Counselor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal*

***This form must be completed and on file at Wapakoneta High School no later than March 30<sup>th</sup> of each year.***

# **COUNSELOR/STUDENT GUIDE**

## **POSTSECONDARY ENROLLMENT OPTION PROGRAM** Wapakoneta High School

The Counselor/Student Guide is intended to be used as a worksheet by the student, parent(s) or guardian, and high school counselor. While the completion of this form is optional, we recommend that it be used, since the information requested provides a basis for making knowledgeable decisions regarding participation in the Postsecondary Enrollment Options Program and assuring that students enroll in courses appropriate to their needs.

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Present Grade \_\_\_\_\_

Counselor \_\_\_\_\_

### Graduation Status

1. Number of high school credits completed to date \_\_\_\_\_
2. Additional number of credits needed for graduation \_\_\_\_\_
3. List required courses needed for graduation \_\_\_\_\_  
\_\_\_\_\_
4. Number of elective courses needed \_\_\_\_\_
5. Number of study halls each semester \_\_\_\_\_
6. Proposed Educational Plan \_\_\_\_\_  
\_\_\_\_\_

You may wish to review each of the following items carefully:

- Scheduling of classes
- Student's ability to work and function independently
- Emotional maturity and level of responsibility
- Future career plans
- Transportation arrangements

***This form must be completed and on file at Wapakoneta High School no later than March 30<sup>th</sup> of each year.***