

POST-SECONDARY OPTIONS/CURRENT ENROLLMENT

The intent of this policy is to set the requirements for student participation for post secondary level courses taken before high school graduation. Upon the recommendation of the high school principal and the school counselor, any junior or senior student may enroll in certain courses at eligible post-secondary institutions within Maine, which includes the University of Maine System, the Maine Community College System and Maine Maritime Academy. Students may take courses at private colleges or other institutions, but the school department cannot cover the costs of these courses. Requests may be made when the student anticipates that he/she has completed the sequence of courses offered in the curriculum at Windham High School. High school credit will be given to any student who satisfactorily completes a course. Course work commensurate with AP-level or Honors High School courses will be weighted as such. **PRIOR APPROVAL FOR CREDIT MUST HAVE BEEN ARRANGED WITH THE HIGH SCHOOL PRINCIPAL AND THE SCHOOL COUNSELOR.** In addition to and/or in lieu of high school credit, such student could acquire college credit, if this is agreeable with the college officials and payment of fee is made. In exceptional cases, students in other grades may be approved for college courses.

Students may earn credit towards graduation by taking courses from two-year and four-year post-secondary institutions.

Students may take no more than one course per semester and two courses per academic year.

I. Student Eligibility Requirements

To be eligible for this option, students must meet the following criteria:

- A. Meet the course admission standards of the eligible institution;
- B. Maintain at least a B average in his/her courses overall;
- C. Must have exhausted curriculum options at Windham High School;
- D. Meet with the guidance counselor and principal to plan how the course will meet graduation requirements; and
- E. Provide evidence of parent/guardian approval.

II. Exceptions to Eligibility

A student enrolled in grade 11 or 12 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 an eligible institution.

III. Awarding of Credit

Graduation credits for courses taken under this option will be determined as follows:

- A. The student must earn a passing grade; grades will be recorded on student’s transcript; and
- B. Graduation credits awarded will be based on one credit for each three-credit semester course. Credits in excess of this will be determined on an equivalent basis. **Credits awarded need prior approval by the Principal. (see Exhibit 1)**
- C. The student must request that an official transcript be sent to the high school;
- D. Attendance must satisfy the instructor’s requirements.

IV. Financial Assistance

Financial assistance for attendance at a public 2-year or 4-year post-secondary institution in the State will be provided under the following circumstances:

- A. The Maine Department of Education may 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, parking, any credit hours beyond 3 credit hours, and transportation.
- C. The School District will not assume any financial responsibility for tuition. However, the Principal may, under extraordinary circumstances, make an exception to this, if there is money available in the current school budget.

The superintendent will ensure that all reporting procedures required under the Post-Secondary Enrollment Options Act are followed and will review such reports with the Board.

Legal Reference: Title 20A MRSA, Sec. 4772 - 4775

First Reading _____ January 27, 2010 _____

Second Reading _____ February 24, 2010 _____

APPROVAL FORM FOR POST-SECONDARY OPTIONS / COURSES ENROLLMENT

Student Name _____ Grade _____

Home Address _____

Anticipated Graduation Date _____

College Registration Information

College/Campus planning to attend _____

Courses planning to take: _____

Semester ___ Fall 20 ___ ___ Spring 20 ___

Total # of courses requested = _____

Office Use Only

___ High School
Credit

___ Post-Secondary
Credit

Grade will be weighted
as:

___ Honors

___ AP

PARTICIPATION APPROVALS

PRIOR APPROVAL FOR CREDIT MUST HAVE BEEN ARRANGED WITH THE HIGH SCHOOL PRINCIPAL AND THE SCHOOL GUIDANCE COUNSELOR. ALL SIGNATURES MUST BE PROVIDED.

High School Principal _____
Date

High School Counselor _____
Date

I, _____, understand that I am responsible for the cost of all
(please print)

textbooks, course fees, parking, any credit hours beyond 3 credit hours, and transportation.

Parent _____
Date

Student _____
Date