

## Postsecondary Enrollment Program

Section 1. Purpose. The purpose of this Administrative Guideline is to establish the criteria for participation in the School Corporation's Postsecondary Enrollment Program, to establish the criteria for determining the courses to be approved for secondary credit, and, to establish procedures to award secondary credit for courses completed by students at an eligible institution in a qualifying program. A student may be entitled to credit toward graduation requirements for each course the student successfully completes at that institution in accordance with the contract for dual credit with the eligible institution the student is attending. The student's school records must indicate that the credits were earned at an eligible institution.

Section 2. "Eligible Institution" Defined. "Eligible institution" means an accredited public or private college or university, that grants a baccalaureate or associate degree on a full-time or part-time basis during grades 9 through 12.

Section 34. "Qualifying Program" Defined. "Qualifying program" means a postsecondary enrollment program established under IC 21-43-4.

Section 4. Eligibility - Qualifying Programs. Students in grades 8-12 may participate in a qualifying program only with the consent of the Guidance Counselor. However, an otherwise-eligible student is ineligible to participate in a qualifying program if:

- A. Participation would delay the student's progress toward high school graduation; or,
- B. Enrollment would be in a course also offered by the student's home school and the student's participation in the qualifying postsecondary enrollment program or the qualifying double up program would result in the cancellation of the course at the student's home school due to insufficient enrollment.

Section 5. Courses Approved for Secondary Credit. Any course offered through a qualifying program sufficiently like a course approved by the State of Indiana for secondary credit shall be approved for eligible student participation. However, students may not enroll, under this Guideline in a course so unlike any course approved by the State of Indiana for secondary credit that appropriate secondary credit cannot be given.

Section 6. Awarding Secondary Credit. A student is entitled to one (1) credit toward high school graduation requirements for each approved course successfully completed at an eligible institution. One quality point shall be added to the student's grade when participating in a dual credit course under this program. Beginning with the Class of 2015, students enrolled in dual credit/AP courses on school corporation campuses, taught by approved school corporation teachers, will be awarded an extra quality point. Students enrolled in the course who are not registered for dual credit will not receive the extra quality point.

Section 7. School Records/Transcript Notation. The student's school records and secondary transcript shall reflect that the secondary credits were earned at the eligible institution.

Section 8. Financial Responsibility. The School Corporation shall have no financial responsibility for any cost to the student for taking an approved course under this program. However, individual high schools may, through the use of discretionary funds, establish scholarship, or reimbursement, programs to off-set any, or all, of the cost to the student for taking an approved course under this program.

Section 9. Transportation. A participating student shall be responsible for the student's transportation to, or from, the eligible institution.

Section 10. Providing Program Information to Students. Before February 1 each year, each high school shall provide each student in grades 8-11 with information concerning the program.

If after February 1<sup>st</sup>, must have approval from the Assistant Superintendent of Curriculum and Instruction.

Section 11. Notice of Intent to Enroll. A student who intends to enroll in an eligible institution under this program shall notify the student's principal, or the principal's designee, of such intention in a timely manner.

Section 12. Mandatory Meetings with Students Intending to Enroll in a Qualifying Program. A representative of the student's high school shall meet with each student who intends to participate in a qualifying program and discuss the following:

1. The courses in which the student may enroll.
2. The postsecondary credit the student earns upon successful completion of a course.
3. The consequences of the student's failure to successfully complete the course.

4. The student's schedule.
5. The financial obligations of the student and the School Corporation under the program.
6. The responsibilities of the student, the student's parents, and the School Corporation under the program.
7. Other matters concerning the program.

Section 13. Dual Credit Contracts. Any dual credit contract between the School Corporation and an eligible institution applicable to this program shall establish the terms and conditions under which:

1. The eligible institution will award credit for specified classes completed by School Corporation students; and,
2. The School Corporation will award credit for specified classes successfully completed by students at the eligible institution.

Section 14. Annual State Report. The School Corporation, at the end of each school year, shall submit to the State Department of Education the following:

1. A list of the students in the School Corporation who are enrolled in the program.
2. A list of the courses successfully completed by each student who is enrolled in the program.

Section 15. Record Keeping Obligations. The School Corporation shall make, and maintain, for each student enrolled in the program, records of the following:

1. The courses and credit hours in which the student enrolls.
2. The courses that the student successfully completes and fails to complete.
3. The secondary credit granted to the student.
4. Other information requested by the State Department of Education.

Section 16. Limitations. Nothing in this Guideline shall be interpreted as prohibiting a student from enrolling in or attending an education program when the student is not required to be in attendance at a School Corporation school.

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Legal Reference

IC 21-43-4

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