File: 605.01

 Page 1 of 2

INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

***Students in grades tenth, eleventh, and twelve may receive academic or vocational technical credits that count toward the graduation requirements set out by the board for courses successfully complete in post-secondary educational institutions as long as they still meet Elgin Public Schools Graduation requirements.***

**Eligibility**

Any 10th, 11th, or 12th grade student who is under the age of 21 shall be eligible to apply to an institution of higher education for enrollment through the post-secondary options program if he or she:

1. Is deemed by the student and parent/guardian on the advice of an Academic Team to be in need of course work at a higher academic level.
2. Is deemed by an Academic Team to show a high degree of maturity, responsibility, and academic success; especially with regard to potential for completing post-secondary courses.
3. A student may not enroll in more than 11 college credit hours to maintain high school eligibility.
4. Student must have a good school attendance record.
5. Dual Credit courses are weighed differently from the EPS Grading System (see grading scale for college credit classes in the student handbook) and are graded on a semester basis. Student grades in Dual Credit classes will be monitored and included in high school grades for eligibility.
6. Dual Credit is only available if dual credit class(es) do not affect the student’s graduation requirements. See the Graduation Requirements in the Elgin Public School Handbook.
7. Dual Credit classes taken during the summer will not count towards school credits or graduation requirements at Elgin Public Schools.
8. Only one Dual Credit course may be taken by a student per semester the first time they take a college level course. After that, a student may enroll into a maximum of two dual credit courses per semester, if they were successful in the first class (2.5 or above utilizing the college grading scale). An exception to this would be in which a student enrolls in a year-long Dual Credit course taught by an Elgin Public School on-campus teacher.
9. In the event a student needs to drop a Dual Credit course, the student will drop the course within the first week of the class. The student will be placed in a class that fits into their schedule, if possible, for the remainder of the semester and the student will be responsible for making up any missed work in the new class. The student will have one week to make up the missed work in the new class or it will be entered as a Zero. Dropping the course after the deadline will result in the student receiving an “F” on their HS transcript, which will be factored into their cumulative GPA. In unique circumstances, appeals may be submitted to an Academic Team in writing.
10. Students wanting to enroll in Dual Credit courses must complete a Dual Credit Application and turn it into the School Counselor.
11. All college syllabi must be turned into the Elgin Public staff member assigned to monitor the course. Every effort must be taken to complete all quizzes and tests with the assigned staff member.

**Academic Credit**

Academic credit granted for course work successfully completed by a student under this program shall count as high school credit toward graduation requirements unless credit is denied by the Academic Team and the denial, if appealed, is upheld by the superintendent and the board on the basis that such credit is inappropriate. An appeal procedure is provided in an event a student is denied high school credit. A student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities. The appeal must be presented to the School Counselor, Principal, and Academic Team in writing explaining the issue with the Dual Credit course.

**Payment of Tuition by Student**

The student or parent/guardian shall be responsible for paying the tuition and associated fees with post-secondary courses taken by the student. The district shall not reimburse the student or parent/guardian for tuition for such courses. In some instances, a dual credit department may utilize some of the dual credit funds the department receives from the college to pay for dual credit expenses to help ensure students have the opportunity to enroll in dual credit courses.

**Transportation Costs**

The school district shall not provide or pay for transportation to the institution of higher education.

**Notice to Students and Parents/Guardians**

Information about the post-secondary options program, including the appeals procedure if high school credit is denied, shall be distributed annually to all students in grades tenth, eleventh, and twelve and to their parents/guardians. Notice shall be given to allow sufficient time for students and parents/guardians to consider this option.

Cross Reference: 611 Academic Achievement

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_