

POST-SECONDARY ENROLLMENT OPTIONS

The intent of this policy is to establish the requirements for student enrollment in post-secondary courses taken before high school graduation.

Eligible Institutions

Students may take courses at eligible post-secondary institutions within Maine, which include the University of Maine System, the Vocational Technical College System and Maine Maritime Academy.

[NOTE: The school unit may allow students to take courses at private colleges or other institutions, but the school unit cannot include such costs as allowable program costs. The following language provides one option for consideration if the School Board wishes to allow students to take courses at private institutions.]

[Optional language: Students may be allowed to take courses at private colleges or other institutions. Any such requests shall be considered on a case-by-case basis to the extent that funds are available.]

Student Eligibility Requirements

A student may take no more than two courses per semester and four courses per academic year.

A student must meet the following criteria prior to enrolling in a post-secondary course:

[NOTE: The following are statutory requirements.]

- A. Have a minimum of a “B” [or 3.0] average in his/her courses overall;
- B. Meet the course admission standards of the eligible institution;
- C. Provide evidence of parent/guardian approval for taking the course; and

- D. Obtain approval from the principal and guidance counselor. **[Optional language: The student must meet with his/her guidance counselor to develop a plan describing how the course will help the student meet graduation requirements in order to obtain approval.]**

Exceptions to Eligibility Requirements

[NOTE: The following statutory requirements are effective September 18, 1999.]

A student enrolled in grade 11 or 12 who does not meet the “B” **[or 3.0]** 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 participant in the course by the eligible institution.

Awarding of Credits

The eligible institution shall grant full credit to any student who successfully completes a course.

[NOTE: School units are not required to award credit for courses taken at eligible institutions. The following language is one option for school units to consider if the School Board wishes to grant high school credit.]

[Optional language: High school graduation credit for a course taken under this policy shall be awarded as follows:

- A. The course must meet for a minimum of one semester.
- B. The student must earn a passing grade in the course. **[Option: The Board may specify a minimum grade requirement if desired.]**
- C. Attendance must satisfy the instructor’s requirements.

[Option: The Board may request that the eligible institution record and report attendance to the high school.]

- D. If the above criteria are met, the student shall receive ____ (insert the appropriate number of high school credits for each course.)]

Financial Assistance

- A. The Maine Department of Education shall 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 and transportation costs.

[NOTE: While the statute obligates students to pay these costs, school units may still choose to pay some or all of these costs. Such costs remain allowable program costs under the statute. The following language provides one option for school units to consider, or the unit may develop its own requirements.]

[Optional language: If the student qualifies for free or reduced lunch, the school unit shall pay the cost of textbooks, course fees, and transportation.]

School Unit Reporting Requirements

The Superintendent shall ensure that information concerning post-secondary enrollment options is made available to parents and students.

[Optional language: The Superintendent shall provide an annual report to the School Board regarding the number of students taking courses at post-secondary institutions and the courses taken.]

Legal Reference: 20-A MRSA § 4771 et seq.

Adopted: _____

MAINE SCHOOL MANAGEMENT ASSOCIATION