

## **OHIO'S POST-SECONDARY ENROLLMENT OPTIONS PROGRAM**

The Post-secondary Enrollment Options Program has been established to permit high school students in grades nine through twelve 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. High schools continue to be responsible for providing a comprehensive and challenging college preparatory curriculum, including advanced placement and other advanced level courses, for their students. College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college courses generally should not substitute for important broader content college preparatory courses.

Ohio's Post-secondary Enrollment Options Program was originally enacted in 1989 by Senate Bill 140 for 11<sup>th</sup> and 12<sup>th</sup> grade students and expanded in 1997 by Substitute Amended House Bill 215 to include 9<sup>th</sup> and 10<sup>th</sup> grade students. Students may enroll in nonsectarian college-level courses and receive college credit and/or credit toward graduation from high school. A student participating in this program elects one of two options. Under Option "A" the student may elect to receive only college credit, in which case the cost is borne entirely by the student and the student's parents. Under Option "B" the student may elect to receive both college and high school credit, in which case the student's attendance will be subsidized by direct payments to the college out of the school district's state foundation funds. For students enrolled in nonpublic schools, the subsidy is provided by a specific sum of money set aside by the General Assembly each biennium.

Nine rules established by the State Board of Education provide the guidelines, and specify those procedures necessary to implement the program. A synopsis of each rule and the answers to some frequently asked questions about them are provided here to help implement the program. It is important to understand, however, that specific responses to every scenario are not possible. Districts must extend current policies and administrative procedures to the Post-secondary Enrollment Options Program when appropriate. It may be necessary to review specific policies and procedures to ensure that compliance with the rules is not contradicted.

**RULES SUMMARY**

- Rule 1. Definitions:** This rule defines important terms used in the other Post-secondary Enrollment Options Program rules. It is very important to be familiar with them.
- Rule 2. Statement of Purpose:** This rule specifies the purpose of the Post-secondary Enrollment Options Program and offers some guidance as to legislative intent.
- Rule 3. Information and Counseling:** This rule establishes March 1 as the annual date by which schools must notify students and their parents of the program and the options available and requires that students indicate to school officials their intent to participate by March 30. Failure to do so will result in ineligibility to participate in the program during the next academic year without permission of the district superintendent, the governing authority of a community school, or the non-public school administrator.

This rule further specifies that schools must provide counseling services to eighth through eleventh grade students and their parents/guardians prior to participation in the Post-secondary Enrollment Options Program. Counseling must generally address the advantages, possible risks and consequences of participating in the program and must include the following:

- (1) Program eligibility, including:
  - (a) Freshman status as locally determined;
  - (b) Acceptance by college. In considering the admission of any secondary student, a college shall give priority to its other students regarding enrollment in courses. However, once a student has been accepted in a course as a participant, the institution shall not displace the participant for another student.
- (2) The options required by Section 3365.04 of the Revised Code;
- (3) Financial arrangements for tuition, books, materials, and fees;
- (4) The process for granting academic credits;
- (5) Criteria for any transportation aid;
- (6) Available support services;
- (7) Scheduling;
- (8) The consequences of failing or not completing a course in which the student enrolls and the effect of the grade attained in the course being included in the student's grade point average, if applicable;
- (9) The effect of program participation on the student's ability to complete the district's, community school's, or non-public

- school's graduation requirements;
- (10) The academic and social responsibilities of students and parents under the program;
  - (11) Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
  - (12) Information confirming the fact that students can take college courses at no cost;
  - (13) Encouragement to all students who have the ability to undertake college work, especially gifted students, to seriously consider the program.

The non-public schools must counsel students and parents to ensure that they are aware of the possible risks and consequences of participating in the program; that funding is limited and may prevent some students who wish to participate from doing so; and the effect of program participation on the student's ability to complete the non-public school's graduation requirements.

Students/parents must sign a form (provided by the school) indicating that appropriate counseling was provided and all responsibilities for participation are understood and accepted.

Rule 3301-44-03 (H): A student may not enroll in any specific college course through the program if the student has taken high school courses in the same subject area as that college course and has failed to attain a cumulative grade point average of at least 3.0 on 4.0 scale or the equivalent in such completed high school courses. The "same subject area" determination rests with the post-secondary institution.

**Rule 4. Notification:** This rule requires that participating colleges and universities notify all appropriate parties, including the student, school, and the Superintendent of Public Instruction, that a student has been accepted by the college for participation in the Post-secondary Enrollment Options Program. Such notification must be made in writing within 10 days of acceptance and include the course(s) and hours of enrollment and the option selected. There is also a requirement to provide notification of enrollment for each term within ten (10) days.

A student is ineligible to enroll in college under Section 3301-44-04 (C) during the period of an expulsion unless the student is admitted to another school district, community school, or participating non-public school.

**Rule 5. Enrollment Options:** This rule provides two options for students and their parents:

Option "A" permits eligible students to enroll in college courses for college credit. Students electing this option will be required to pay all costs incurred,

including tuition, books, materials, and fees. Please note per O.R.C. 3313.61.3 now requires local school districts to also award high school credit for college courses that are successfully completed outside of regular school hours that may be free of charge or paid for by a parent.

Option “B” permits eligible students to enroll in college courses for college and high school graduation credit. Students electing this option will not be required to pay for tuition, books, materials, or fees associated with such courses.

**Rule 6. College and High School Graduation Credit:** This rule establishes that students who successfully complete courses under Option “B” will be awarded credit toward the graduation and subject area requirements of the school. Schools must award these students comparable credit for high school graduation in terms of quantity and quality. Any disputes between students and boards of education, governing authority of a community school or non-public school administration regarding high school credits granted for college work may be appealed by the student to the State Board of Education whose decision is final.

Students records must reflect evidence of successful completion of each college course and the high school credit awarded. Additionally, all credit earned as a participant of the Post-secondary Enrollment Options Program must note the name of the college.

District boards of education, governing authority of community schools or non-public school administrator will determine whether, and the manner in which, grades earned at college through the Post-secondary Enrollment Options Program will be included in their student’s grade point averages.

**Rule 7. Calculating Full-time Enrollment:** This rule specifies the method for determining the full-time equivalence the student represents for the home school district, the joint vocational school, non-public school, community school, and the college. A student scheduled at the student’s high school and/or joint vocational school for the total number of courses that might be scheduled using all periods available during an official school day, less the standard lunch period, may not participate in the Post-secondary Enrollment Options Program during that term.

The maximum number of Carnegie Units that might be earned during an academic school year is the sum of the Carnegie Units scheduled at the high school, joint vocational school, and college and may not exceed the number of units that might be earned by a student at the high school in one year. Students in grade nine may not receive high school/college credit for more than the equivalent of four academic years. Students in grade ten may not receive high school/college credit for more than the equivalent of three academic years. Students in grade eleven may not receive high school/college credit for more than the equivalent of two academic years. Students in grade twelve may not

receive high school/college credit for more than one academic year. Proportional reductions must be made for students participating in the Post-secondary Enrollment Options Program for less than one academic year.

The rule also identifies the alternatives available to convert credit earned through successful completion of college courses to units of high school graduation credit.

1. College courses for which five semester hours (seven and one-half quarter hours) of credit are earned will be awarded one Carnegie Unit. Fractional Carnegie Units will be awarded proportionately.
2. College courses will be substituted for courses required for high school graduation based upon comparability of content and without regard to instruction time. The credit awarded will be the same as if the comparable course were taught in the school district, non-public high school or community school.
3. A locally developed alternative method approved by the State Superintendent of Public Instruction may be used. This method may not, however, alter the conversion formula specified in alternative 1.

The rule requires that the home school district, non-public school, or community school confirm with the Ohio Department of Education, the joint vocational school, and with each college in which a student from the home school district, non-public school or community school enrolls, the percentage of full-time equivalence the student represents for the district or non-public schools, the joint vocational school, or community school and the college.

**Rule 8. Financial Responsibilities:** This rule specifies the financial obligations of students, colleges, and schools as well as methods for calculation.

For those school 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. The student is responsible for payment of all tuition, textbooks, material, and fees associated with the course.

For those public school students enrolled in college courses for college and high school graduation credit (Option “B”), the college will be reimbursed for tuition, fees, materials, and textbooks in accordance with the computational procedures specified in Section 3365.07 of the Revised Code. The amount to be reimbursed will be subtracted from the payments under 3317. of the Revised Code made to the students’ school (see Rule 3301-44-08). Students enrolled in a joint vocational school district as well as in a city, local, or exempted village school district who elect to participate in the program under Option “B” will have the

appropriate tuition, books, materials, and fees paid for by the joint vocational school and the appropriate city, local, or exempted village district as follows:

For participating students who attend a joint vocational school full-time, the costs will be shared by the home school district (25%) and the joint vocational school (75%). The community school's share is based upon the percentage of time the student spends at the community school. For participating students who attend a joint vocational school but also take some courses at the home school district or community school, the costs will be shared as determined by the following procedures:

1. The sum of home school district or community school, joint vocational school, and college units represent a student's total educational program.
2. The full-time equivalence a student represents for the home school district or community school is equal to the units scheduled at the high school divided by the sum of the units scheduled at the high school, joint vocational school, and college.
3. The full-time equivalence a student represents for the joint vocational school is equal to the units scheduled at the joint vocational school divided by the sum of the units scheduled at the high school, joint vocational school, and college.
4. The full-time equivalence a student represents for the college is equal to the units scheduled at the college divided by the sum of the units scheduled at the high school, joint vocational school, and college.
5. To determine the percentage of time for which the home school district or community school is responsible, divide the units scheduled at the high school by the sum of the units scheduled at the high school and the joint vocational school.
6. To determine the percentage of time for which the joint vocational school is responsible, divide the units scheduled at the joint vocational school by the sum of the units scheduled at the high school and joint vocational school.
7. The amount owed the college is calculated by multiplying the total full-time equivalence for the student by the formula amount specified in law and multiplying the amount by the percentage of the school day the student represents for the college.

Public schools may elect, through board or governing board policy, to recover from the student/parent all costs incurred by the public school when and if a student fails to complete a college course, whether through a formal "class drop" process or nonattendance other than for reasons generally accepted by the public

school. Colleges must notify the public school within 14 days of a participating student's failure to complete the course(s) as a result of a formal "class drop" or failure to attend classes regularly.

The college will furnish students participating under Option "B" with all textbooks and materials directly related to a course. These students will not be charged with tuition, textbooks, materials, or other fees directly related to any such course. The college will be reimbursed by the Ohio Department of Education for any participant enrolled in the college in the prior school year in July according to the specifications of Section 3365.07 of the Revised Code.

Students participating under Option "B" are not eligible for any financial aid under Chapter 3351 of the Revised Code.

Reimbursement for transportation costs may be requested by students participating under Option "B" if:

- The district provides transportation for resident school students in grades nine through twelve, and
- The student qualifies for financial assistance on the basis of the provisions of the National School Lunch Act and the income eligibility scale for free and reduced-price meals as established annually by the United States Department of Agriculture.

**Rule 9. Non-public School Participation:** This rule specifies the modifications to rules one through eight that are required for non-public schools participation in the Post-secondary Enrollment Options Program.

Students attending non-public schools may participate in the program by sending the Ohio Department of Education a copy of acceptance by a college and an application that includes the following information:

- The school year in which the student wishes to participate.
- The semester(s) or term(s) during the school year that enrollment in college courses is desired.
- The student's full-time equivalency percentage for each such semester or term.
- The percentage of the school day for each such semester or term that the student expects to be enrolled in programs provided by a college for both college and nonpublic school credit.

The percentage of the school day a student represents for the non-public school is equal to the units scheduled at the non-public school divided by the sum of the units scheduled at the non-public school and the college.

The sum of the units taken at the non-public school and at the college, divided by the maximum number of units possible to constitute a student's educational program, represents full-time equivalence for the student.

A base amount as determined by the state legislature for each school year will be available to support non-public school student participation in the Post-secondary Enrollment Options Program. Student applications will be processed in the order of receipt.

The Ohio Department of Education will notify all non-public school applicants whether the financial support is available. Applicants receiving notification that funds are not available may not participate in the Post-secondary Enrollment Option "B" Program.