

## POST-SECONDARY ENROLLMENT OPTIONS

This policy establishes 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 Maine Community College System and Maine Maritime Academy. Students may take courses offered through the DOE Distance Learning Network or the Internet if such participation is approved by the post-secondary institution.

The School Department may allow students to take courses at private colleges and other institutions (including through the DOE Distance Learning Network or the Internet), but cannot include such costs as allowable program costs.

### Student Eligibility Requirements

- A. A student may take no more than one course per semester and two courses per academic year.
- B. A student must meet the following criteria prior to enrolling in a post-secondary course:
  - 1. Have a minimum of a B average (3.0) in his/her courses overall, unless the eligible institution has waived the minimum grade/grade point requirement;
  - 2. Meet the course admission standards of the eligible institution;
  - 3. Provide evidence of parent/guardian approval for taking the course; and
  - 4. Receive a recommendation to take a postsecondary course or courses from one of the student's secondary school teachers and receive a final endorsement from the High School Principal.
- C. A student enrolled in grade 11 or 12 who does not have a B average or (3.0) in his/her courses overall is eligible to take a post-secondary course provided that he/she:
  - 1. Has been assessed and received a recommendation to take the course from the school administration and from a secondary school teacher; and
  - 2. Has been approved for participation in the course by an eligible institution.

- D. The building administrator will notify the student, parents, and the Superintendent whenever a student's request to take a post-secondary course has been approved. A student selected for courses will be monitored and assisted, to the extent practical, by a school administrator, guidance counselor, or designated teacher. Student progress will be reviewed on at least an annual basis.

#### Awarding of Credits

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

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

1. The course must meet for a minimum of one semester.
2. The course must meet any applicable Learning Results standards.
3. The student must earn a passing grade in the course
4. Attendance must satisfy the instructor's requirements.
5. Graduation credits awarded may not exceed one-half a Carnegie unit for each three credit semester course

#### Financial Assistance

- A. The Maine Department of Education shall pay applicable tuition costs (up to the limits of legislative appropriation) 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. If funds are available, the School Department may pay for the costs of required textbooks and course fees associated with attendance at an eligible public institution for students who qualify for free and reduced lunch.

#### School Unit Reporting Requirements

The Superintendent shall make parents and students aware of post-secondary enrollment options through handbooks or other appropriate means.

Legal Reference: 20-A MRSA Section 4771 et seq.  
Chapter 127 (Maine Department of Education Rules)

Adopted: August 20, 1998

Revised: October 3, 2002  
May 3, 2007  
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