

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 (including the Community Colleges) and Maine Maritime Academy.

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

As provided by law, a student must meet the following criteria prior to enrolling in a post-secondary course:

- 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 director.

Exceptions to Eligibility Requirements

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.

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.
- C. Attendance must satisfy the instructor's requirements.
- D. If the above criteria are met, the student shall receive one Carnegie unit of high school credit for each course and the grade awarded by the postsecondary institution will be the grade posted to the Houlton High School transcript.

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.

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

[OPTIONAL:

- C. **If a student is approved for attendance at a private or out-of state institution (public or private), the student and his/her parents shall be responsible for paying for all course fees, textbooks and transportation costs. Exceptions may be granted on a case-by-case basis to the extent that funds are available.]**

School Unit Reporting Requirements

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

The Superintendent shall provide an annual report to the 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: July 12, 1999

Revised: November 4, 2013

