

DOCUMENT RESUME

ED 393 378

HE 029 053

TITLE Ohio's Postsecondary Enrollment Options Program
(Reprint).
 INSTITUTION Ohio State Dept. of Education, Columbus.
 PUB DATE 91
 NOTE 17p.
 PUB TYPE Legal/Legislative/Regulatory Materials (090)

EDRS PRICE MF01/PC01 Plus Postage.
 DESCRIPTORS Acceleration (Education); Advanced Students; College
 Bound Students; College Credits; *College School
 Cooperation; Credits; Enrollment; Grade 11; Grade 12;
 Higher Education; High Schools; *High School
 Students; Program Administration; Program
 Descriptions; *State Programs; *Undergraduate
 Study
 IDENTIFIERS *Ohio

ABSTRACT

This publication provides information on Ohio's Postsecondary Enrollment Options Program (PEOP) through a synopsis of program rules and answers to frequently asked questions about the program. The PEOP was established to permit high school students in grades 11 and 12 to earn college and high school graduation credit through the successful completion of college courses. The program provides expanded opportunities for qualified high school students. The nine program rules cover program definitions, statement of purpose, information and counseling, notification, two enrollment options, college and high school graduation credit, calculating full-time enrollment, financial responsibilities, and nonpublic school participation. The question and answer section covers issues that include spending, final grades, notification, summer classes, what happens when a student fails a college class, courses at technical colleges, room and board charges, progress and attendance courses, night classes, participation in high school extracurricular activities while enrolled at a higher education institution, participation in college extracurricular activities, transportation obligations, taking courses on a pass/fail basis, local school board authority, reporting grades for students over 18, scholarships as financial aid, student acceptance, guidance counselor responsibilities, and college courses in religion. (JB)

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Ohio's Postsecondary Enrollment Options Program

(Reprint)



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OHIO'S POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

The Postsecondary Enrollment Options Program has been established to permit high school students in grades eleven and 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.

School districts electing to defer implementation of the program until the 1991-92 school year, through a resolution by the local board of education must submit a letter to the Ohio Department of Education by December 1, 1990. The letter should include the district's plan to fully implement the Postsecondary Enrollment Options Program during the 1991-92 school year. This letter should be sent to the attention of

Frank Schiraldi, Assistant Director
Division of Curriculum, Instruction, and Professional Development
65 South Front Street, Room 1005
Columbus, Ohio 43266-0308

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 Postsecondary 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.

THE RULES

- Rule 1. Definitions:** This rule defines important terms used in the other Postsecondary 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 Postsecondary 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 districts 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 make them ineligible to participate without the permission of the district superintendent.

This rule further specifies that school districts must provide counseling services to tenth and eleventh grade students and their parents/guardians prior to participation in the Postsecondary Enrollment Options Program. Counseling must generally address the possible risks and consequences of participating in the program and must include the following:

- (1) program eligibility (see Rule 3301-44-03);
- (2) process for granting credit (see Rule 3301-44-06);
- (3) financial arrangements—tuition, books, materials, fees (see Rule 3301-44-08);
- (4) criteria for transportation aid (see Rule 3301-44-08);
- (5) available support services;
- (6) scheduling (see Rule 3301-44-06);
- (7) consequences of failing;
- (8) graduation requirements;
- (9) academic and social responsibilities of students and parents/guardians for participation;
- (10) use of college counseling services.

Students and parents from nonpublic schools must be counseled 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 nonpublic school's graduation requirements.

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

Rule 4. Notification: This rule requires that participating colleges and universities notify all appropriate parties, including the student, school district officials, and the Superintendent of Public Instruction, that a student has been accepted by the college for participation in the Postsecondary Enrollment Options Program. Such notification must be made in writing within ten days of acceptance and include the course(s) and hours of enrollment and the option elected.

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.

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 district or nonpublic school. School districts or nonpublic 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 regarding high school credits granted for college work may be appealed to the State Board of Education whose decision is final.

Student 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 Postsecondary Enrollment Options Program must note the name of the college.

District boards of education or nonpublic school administrators will determine whether, and the manner in which, grades earned at college through the Postsecondary Enrollment Options Program will be included in their students' 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, nonpublic school, and the college. A student scheduled at his 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 Postsecondary 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 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 the equivalent of one academic year. Proportional reductions must be made for students participating in the Postsecondary 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 instructional time. The credit awarded will be the same as if the comparable course were taught in the district or nonpublic high 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 or nonpublic 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 or nonpublic school enrolls, the percentage of full-time equivalence the student represents for the district or nonpublic schools, the joint vocational school, and the college.

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

For those public 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 text books 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 Chapter 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%). For participating students who attend a joint vocational school but also take some courses at the home school district, the costs will be shared as determined by the following procedures:

1. The sum of home school district, 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 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 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 the joint vocational school.
7. The amount owed the college is calculated by multiplying the total full-time equivalence for the student by the tuition base and multiplying the amount by the percentage of the school day the student represents for the college.

School districts may elect, through board policy, to recover from the student/parent all costs incurred by the district 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 school district. Colleges will notify the school district within fourteen 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 for 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

1. The district provides transportation for resident school students in grades eleven and twelve, and
2. 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 or Reduced-Price Meals as established annually by the United States Department of Agriculture.

Rule 9. Nonpublic School Participation: This rule specifies the modifications to rules one through eight that are required for nonpublic schools participation in the Postsecondary Enrollment Options Program.

Students attending chartered nonpublic 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:

1. The current school year.
2. The semester(s) or term(s) during the school year that enrollment in college courses is desired.
3. The student's full-time equivalency percentage for each such semester or term.
4. The percentage of the school day for each semester or term that the student expects to be enrolled in college courses.

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

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

A base amount of one million dollars for each school year will be available to support nonpublic school student participation in the Postsecondary Enrollment Options Program. Student applications will be processed in the order of receipt.

The Ohio Department of Education will notify all nonpublic school applicants whether financial support is available. Applicants receiving notification that funds are not available may not participate in the Postsecondary Enrollment Options Program.

QUESTIONS AND ANSWERS

QUESTION: Will colleges/universities send final grades from courses taken to the high schools at the end of each term?

ANSWER: Yes. Colleges and universities participating in the Postsecondary Enrollment Options Program are required to report student grades to all appropriate parties, including the home school district or nonpublic school.

QUESTION: After being informed of the Postsecondary Enrollment Options Program, who shall sign off— everyone receiving the information, or only those wishing to participate?

ANSWER: All tenth and eleventh grade students and their parents must be notified of the Postsecondary Enrollment Options Program and the options available by March annually. Only those students who indicate, by March 30, that they are interested in participating are required to receive the counseling services. Students and parents interested in participating must sign a locally developed form indicating that counseling services were provided and the potential risks and consequences of participation understood and accepted.

QUESTION: If a high school student takes courses during second semester at college and this course is not over by graduation, will the student be able to graduate?

ANSWER: Many issues related to the Postsecondary Enrollment Options Program will need to be addressed by local policy and administrative procedures. If a district has a policy requiring that all graduation requirements must be completed in order to participate in graduation ceremonies, and is intent upon maintaining that policy, the participating student may have to forego participating in the ceremonies and receive his/her diploma upon completion of all graduation requirements. It is extremely important that students and their parents are aware of such policies and their implications prior to participation in the program.

QUESTION: Can students take summer classes under this option?

ANSWER: No. The Postsecondary Enrollment Options Program provides for funding college courses taken for high school graduation credit from state allocations to public school districts. Such allocations are limited to the academic year (September through June) and are not available during the summer.

QUESTION: Under the Postsecondary Enrollment Options Program, if a student completes a class but receives a failing grade, who pays for the class?

ANSWER: Students enrolled in college courses for high school graduation credit, will have all tuition, fees, textbooks, and materials directly associated with the course(s) paid for by the Ohio Department of Education from school district funds. Students who complete courses but receive failing grades are entitled to have these expenses paid for. School districts have the option, through formal board action, to permit such costs to default to the student/parent if a participating student fails to complete a course for reasons other than those generally accepted by the district. It will be the district's responsibility in such cases to recover the appropriate expenditures.

QUESTION: If a student takes a course at a technical college and the high school has nothing even similar in its curriculum, what would happen?

ANSWER: There are three levels of consideration for the awarding of high school graduation credit earned through the Postsecondary Enrollment Options Program. First, all college courses successfully completed under Option B must be awarded high school graduation credit to meet the district's total units of credit required for graduation. Second, if the course is comparable to one required for graduation, appropriate credit must be awarded toward meeting that subject requirement as well as the total unit requirement. Third, if the course is not comparable, the district must determine whether it is similar enough to a subject area requirement to be accepted as such, or whether it will be counted only as meeting the total unit requirement. Disputes between students and their school districts may be appealed by the student to the State Board of Education.

QUESTION: If a student chooses to attend a college as a full-time student far away from his home, who shall pay for room and board?

ANSWER: The student/parent. Only those costs for tuition, textbooks, materials and fees directly related to the course may be funded through the Postsecondary Enrollment Options Program. In some cases, depending on financial need, transportation costs may be reimbursed; but room and board, if necessary, are the responsibility of the student/parent.

QUESTION: Will colleges send progress and attendance reports to the high school on a periodic basis?

ANSWER: There is no requirement that participating colleges and universities send progress reports to school district officials. They may, of course, choose to do so if they desire. Neither are they required to send attendance reports unless students formally drop courses and/or discontinue attending classes. In such cases, colleges and universities are required to report such action to school officials in a timely manner, not to exceed fourteen days.

QUESTION: If a student is taking classes at the college and the semester ends in May, but his high school isn't done until June, who is responsible for his time and does he have to come back to the high school until June?

ANSWER: In general, it is not necessary to require the student to return to the high school other than for courses and/or other appropriate activities. This depends in large measure, however, upon individual circumstances and school district policy and administrative procedures. Courses taken through the Postsecondary Enrollment Options Program need to be implemented, as most educational options, to allow for modification of instructional time requirements. Students and parents need to understand the social and academic risks associated with participation in the program.

QUESTION: Can a student take night classes?

ANSWER: Yes. Students who meet the criteria necessary to participate are not limited to the hours of the official school day for scheduling college courses.

QUESTION: Do study halls count as courses?

ANSWER: No. In order to be designated a full-time high school student, and thus ineligible to participate in the Postsecondary Enrollment Options Program, a student must be enrolled in a credit-granting course in high school during every available period (excluding lunch) of the school day.

QUESTION: What are the legal ramifications for a district if a student takes class at the college three days a week and comes back to school property on the off days or to participate in extracurricular activities?

ANSWER: Students participating in the Postsecondary Enrollment Options Program remain high school students. They are entitled to participate in appropriate school district activities so long as they meet the criteria established by district policy or administrative procedures. Students who are earning all graduation credit through enrollment in college courses have no legal requirement to be in attendance at the high school, but certainly continue to be entitled to the resources available to all students.

QUESTION: If a vocational student enrolls and then drops out after October 1, how will the money issue be handled?

ANSWER: The appropriate costs for participating students enrolled in joint vocational schools will be shared by the home school district and the joint vocational school. The procedures to be applied are included in the synopsis of rule seven.

QUESTION: May a student attend college on other premises outside the actual college campus?

ANSWER: The program is intended to allow high school students to experience college work/life realistically. This suggests that the most appropriate experiences and resources are available on college/university campuses. However, there is no specific prohibition against such experiences being provided in other settings or through other means.

QUESTION: May a high school student participate in any college sports, music, drama, etc.?

ANSWER: In general no. Students participating in the Postsecondary Enrollment Options Program continue to be high school students. While some college activities may directly relate to specific courses taken by these students (e.g., art, music, drama activities), most such activities are inappropriate. Guidance from participating colleges needs to be sought on an individual basis.

QUESTION: What formula or procedures do we use to determine the amount of time students must attend the high school if they are attending the college part-time?

ANSWER: This should be determined, generally, according to school policy and administrative procedures. Students will certainly be expected to be in attendance for courses scheduled at the high school. Many districts and nonpublic schools require students to be enrolled for a minimum number of units each term/year. Such requirements do not have to be waived for students participating in the Postsecondary Enrollment Options Program.

QUESTION: What specifically will be the transportation obligation to the district?

ANSWER: The responsibility to the district for transportation costs is specified in the synopsis of rule 8. In general, transportation costs may only be made on the basis of financial need.

QUESTION: Who will pay the difference if the cost of the college courses is more than the allocated ADM money for the district?

ANSWER: No one. Colleges and universities choosing to participate in the Postsecondary Enrollment Options Program understand and accept the fact that reimbursement for students electing Option B will be fixed and, in some cases, may not cover all costs directly associated with courses taken.

QUESTION: Can a student take college courses pass/fail for high school credit?

ANSWER: Yes. Whether and the manner in which grades earned by students enrolled in college courses for high school graduation credit impact on the student's high school grade point average is left to the home school district to determine.

QUESTION: Can a local board of education prevent a student from taking a particular course if it is stated in local board policy?

ANSWER: No. Students who meet the eligibility requirements of the Postsecondary Enrollment Options Program may not be prevented by school officials from enrolling in college courses for high school graduation credit. Counseling services provided must, however, include discussing with students and their parents the risks and consequences associated with participating.

QUESTION: If senior English offered at the high school is actually more advanced than a college freshman English course, must credit be awarded by the high school?

ANSWER: Yes. Appropriate high school graduation credit must be awarded for successfully completed college courses under Option B to meet the district's total units of credit required for graduation. If the course is comparable to one required for graduation, appropriate credit must be awarded toward meeting that subject requirement as well as the total unit requirement. If the course is not comparable, the district must determine whether it is similar enough to a subject area requirement to be accepted as such, or whether it will be counted only as meeting the total unit requirement. Disputes between students and their school districts may be appealed by the student to the State Board of Education.

QUESTION: When a student is 18, by law the college must require the student to sign a release form to release his/her grades. If he doesn't wish the grades to be sent back to the high school how will the high school receive a record of his grades?

ANSWER: Students over the age of 18 who wish to participate in the Postsecondary Enrollment Options Program will have their grades sent to appropriate school authorities as a condition of acceptance.

QUESTION: Are scholarships considered financial aid?

ANSWER: Students participating in the Postsecondary Enrollment Options Program under Option B may not receive additional financial support from the Student Loan Fund. There is no other specific prohibition against accepting scholarships or other financial aid.

QUESTION: Can there be an agreement between the colleges and high school to not accept a student after a certain date?

ANSWER: Students who wish to participate in the Postsecondary Enrollment Options Program must express their intentions to school officials by March 1. Failure to do so will make them ineligible to participate in the program without the authorization of the district superintendent.

QUESTION: What responsibility will the guidance counselors have in providing counseling services about this option throughout the summer when the staff is on summer break?

ANSWER: None. Students who indicate interest in participating in the Postsecondary Enrollment Options Program, together with their parents, must be provided with the counseling specified (see synopsis of Rule 3). Participating students should, of course, be provided with all school services normally provided throughout the year by home school districts.

QUESTION: How does the Postsecondary Enrollment Options Program work with Competency-Based Education and Proficiency Testing requirements and diplomas? How can we be sure students are learning what they need to know for these tests when taking college courses?

ANSWER: No high school graduation requirements may be waived as a result of participating in the Postsecondary Enrollment Options Program. Participating students are subject to the same home school district requirements as are all other students. While some of these requirements may be met through other options, they must nevertheless be met. Students participating in the Postsecondary Enrollment Options Program, together with their parents, must be made aware of and understand the social and academic consequences for participation.

QUESTION: Who is responsible for intervention if the student fails a college course being taken for college credit?

ANSWER: Students participating in the Postsecondary Enrollment Options Program, together with their parents, must be made aware of and understand the social and academic

consequences for participation. Any necessary intervention may be, but is not required to be, provided by the home school district.

QUESTION: If the high school offers a course in its master schedule and the student wishes to take that same course, e.g., chemistry or physics, in college for high school credit, can he be required to take the high school course?

ANSWER: No. Students who meet the eligibility requirements of the Postsecondary Enrollment Options Program may not be prevented by school officials from enrolling in college courses for high school graduation credit. Counseling services provided must, however, include discussing with students and their parents the risks and consequences associated with participating.

QUESTION: Does the high school have to accept college courses in religion?

ANSWER: Students participating in the Postsecondary Enrollment Options Program may enroll exclusively in nonsectarian courses. Courses such as The History of Religion, and Comparative Religions, are not generally sectarian in nature and should be awarded high school graduation credit upon successful completion. School district policy and administrative procedures together with sound professional practice and wisdom should be relied upon when making such decisions.

QUESTION: If a high school senior needs one required course to graduate and opts not to take it until a later time, can he/she continue to take college courses for another year?

ANSWER: No. Students participating in the Postsecondary Enrollment Options Program are limited to a maximum of two academic years for those beginning as juniors and one academic year for those beginning as seniors.

QUESTION: Could a student somehow arrange to get more college courses paid for than what was originally intended by participating in this program?

ANSWER: No. Students participating in the Postsecondary Enrollment Options Program are limited to a maximum of two academic years. No student may earn more than the total number of Carnegie Units that might be earned using every period available during the school day (excluding the standard lunch period). Students participating at the beginning of the eleventh grade may do so for two full years; those who participate at the beginning of the twelfth grade may do so for one full year. Eligibility to participate may not be carried over from one year to the next.

QUESTION: Can a local board of education grant the student high school credit if he is not under the Postsecondary Enrollment Options Program?

ANSWER: Yes. Many school districts currently participate in concurrent enrollment and early entrance programs with Ohio colleges and universities. None of these programs is voided by the Postsecondary Enrollment Options Program.

QUESTION: Can a vocational student attend college full-time during the last two years of high school and still qualify for a vocational certificate?

ANSWER: If credit earned in a college course is comparable to one required for graduation, appropriate credit must be awarded toward meeting that subject requirement as well as the total unit requirement. If the course is not comparable, the district must determine whether it is similar enough to a subject area requirement to be accepted as such, or whether it will be counted only as meeting the total unit requirement. If there are additional requirements for graduation and/or specific diplomas or certificates, which are not met through participation in the Postsecondary Enrollment Options Program, the responsibility for meeting such requirements continues.

QUESTION: Will the universities place any controls on the purchase of books, lab fees, and other materials?

ANSWER: Participating colleges and universities are required to provide students electing Option B with the textbooks and materials directly associated with the course(s). Reimbursement for tuition, books, materials and fees will be made according to established procedures (see the synopsis of Rule 8).

QUESTION: What happens when a student transfers into the district after the March 30 deadline?

ANSWER: The district superintendent has the authority to allow students, on an individual basis, to participate in the program after March 30. Foreign exchange students may participate under the same provisions.

QUESTION: How much college credit may be earned by a student who is taking high school courses during every available period during one semester, but has one study hall during the second semester?

ANSWER: Anytime a student is enrolled in high school courses for credit during every available period, that student may not participate in the Postsecondary Enrollment Options Program during that term. This is true whether or not the student is earning the maximum number of Carnegie Units possible. If, however, during the course of the year, the student is scheduled for credit courses in fewer than every available period, that student may participate in the program and earn college credit equal to the difference between what the student will earn in high school and the maximum credit that is possible to earn in high school during one academic year (summer excluded.)