

College in the High School Student Handbook

2017 - 2018

Fulda High School

The purpose of College in the High School is to promote rigorous educational pursuits and to provide a wider variety of options for 11th and 12th grade students.

The program enables students to seek enrollment in college level programs.

More freedom and less structure in the academic and social setting of the college courses require maturity and responsibility on the part of the student in order to succeed.

Revised 07/06/17

Eligibility Requirements

- Students must be classified as full time high school juniors or seniors.
- All eligible juniors and seniors must pass the Accuplacer, a college standardized placement exam, to be considered for enrollment.
- If a student's class rank, GPA and/or test score criteria are not met, the student may apply to the Review Committee for a *Principal Override* (see 'Probation' under CIHS Academic Policies).
- All CIHS students shall be enrolled on the basis of available space and/or other criteria defined by the instructor and/or the facilities.

Admission Procedures

- Students should meet with the CIHS coordinator AND classroom teacher to discuss appropriateness of participation in the CIHS program. In addition, students must make sure they meet the class rank and/or GPA requirements.
- Students must arrange with the CIHS coordinator to take the Accuplacer prior to registering for college courses.
- Upon successful completion of the Accuplacer, students must complete and sign a *Student Registration Form*.
- Students will be required to maintain the minimum academic progress requirements (see CIHS Academic Policies) while enrolled in CIHS courses.

Academic Policies

- **Attendance** – Students are expected to attend all scheduled classes. In case of absence, it is the responsibility of the student to arrange for completion of class work. Attendance may affect a student's grade because of missed instruction, or in-class laboratory work. Students should reference their course syllabi for instructor's specific requirements. All absences should be discussed with the instructor.
- **Full Time Status**– All students must maintain full time credit status (6 high school credits per year, 3 per semester) throughout each school year. This can be split between high school and CIHS courses.

- **Grading System** – Letter grades (A-F) will be assigned in each course as an evaluation of student achievement. An ‘I’ indicates a lack of completion of the course during the semester in which it was offered. A student must arrange an agreement with the instructor to complete the course in the succeeding semester. After one semester, the grade will be changed to an ‘F’ if it is not completed. A ‘W’ indicates withdrawal from a course after the 5th day of the college’s semester but before the 60th day of the college’s semester. Students receive grades on both their college and high school transcripts. **Each semester CIHS course is recorded on the High School transcript as 1/2 credit.**

- **Academic Alerts** – Instructors have the option to prepare progress reports on students who are not achieving a satisfactory academic level. These reports are submitted to the CIHS coordinator and the review committee at any time during the semester. Students are notified of the report and a meeting is planned with the coordinator, committee, instructor, student and parents to determine an action plan.

- **Academic Probation** – Students can be placed on probation if: a) the students’ total semester GPA falls below 2.5, and/or b) the student is taking CIHS courses due to a Principal Override. Students placed on probation must meet with the CIHS coordinator, review committee, instructor(s) and parents to determine a future course of action that will best benefit the student. In addition, the student must continue meeting periodically with a member of the review committee, (as stipulated in the action plan), for continued academic mentoring. If a student is on probation due to a ***Principal Override***, the student must meet periodically with the CIHS coordinator for check ups on academic progress for the period of one semester. After one semester, a student can petition for non-probationary status with the recommendation of the CIHS coordinator. If a student is on probation for two consecutive semesters, the review committee can elect to drop the student from the CIHS Program.

 - ❖ **Re-admission After Academic Probation** – One semester after a student is dropped from the CIHS Program due to Academic Probation, he/she can petition the review committee for re-admission. The student must write a letter stating the reasons why he/ she believes he/ she should be re-admitted to the program. The student must submit this letter, along with an instructor recommendation, to the CIHS coordinator six weeks before the next semester begins. Before re-admission would be considered by the review committee, a meeting with the student, parents, instructors and the review committee will be arranged by the student to determine a written course of action/conduct that would be signed by all parties, should re-admission be approved.

- **Academic Integrity** – Students, instructors, and all those involved in the CIHS Program are expected to uphold the highest standards of academic integrity. All parties are responsible for providing a positive learning environment through the detection and prevention of cheating and/ or plagiarism of any kind. Any incident of academic dishonesty will be sent to the review committee and could result in expulsion from the program with no possibility of readmission into the program. In addition to this, students should consult their individual class syllabi for information about how the offense(s) will impact their grade/ credit for the course(s).
- **Student Conduct Code** – Each student has the privilege of an education, and it is the responsibility of the CIHS program review committee to provide an environment that promotes learning. Any action by a student that interferes with the education of any other student or interferes with the operations of the CIHS program in carrying out this responsibility to provide an education will be considered in violation of this code. The review committee will handle disciplinary action immediately. Students are also responsible for understanding the rules and regulations in the Fulda High School Student Handbook.