



Board Agenda Item #	Agenda # IIB
Date:	May 15, 2019
To:	Magnolia Board of Directors – Academic Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Recommendation of Approval of the MPS Dual and Concurrent Enrollment Policy

Proposed Board Recommendation

I move that the academic committee recommend approval of the MPS Dual and Concurrent Enrollment Policy.

Background

MPS encourages all our students to have an accredited college/university/post-secondary institution (“college”) course-taking experience as early as possible. This policy has been created to ensure it is a successful one and that it complements the rigorous course of studies offered at MPS.

This is a policy that was much needed at our schools to make dual and concurrent enrollment process smoother for our students and parents. The current student/parent handbook already included guidelines regarding how college credit is converted to high-school credits, how many courses students need to be enrolled in and the attendance requirements as well as how students/parented needed to work with the high school college counselor before enrolling in college/university courses. However, it did not include eligibility requirements and the detailed procedures of dual and concurrent enrollment. The 2019-20 student/parent handbook includes a reference to this new policy and form.

Based on feedback from our college counselors, deans of academics, and our Chief Academic Officer, we have created a policy that details eligibility requirements, procedures and attendance requirements and provides a form for tracking course credits to be earned upon enrollment in a college course. Eligibility requirements include maturity, GPA, restrictions, and counselor approval. Attendance requirements are based on the CDE criteria. The procedures outline how the enrollment process works, starting with student readiness for the course, continuing with the application process, and finally earning credits on the transcript.

We will implement this policy at our school sites with high school grades and monitor how it works. Based on experience and feedback, we will come back to the board if any major changes are needed to be made to the policy.

Budget Implications

N/A

How Does This Action Relate/Affect/Benefit All MSAs?

This policy is needed at the school sites for a more smooth and well-understood dual enrollment process.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

Exhibits (Attachments):

- MPS Dual and Concurrent Enrollment Policy

**MAGNOLIA PUBLIC SCHOOLS (MPS) DUAL AND CONCURRENT ENROLLMENT POLICY**

MPS provides a college preparatory educational program emphasizing science, technology, engineering, arts and math in a safe environment that cultivates respect for self and others. Through Honors courses, AP courses and dual enrollment courses, students who demonstrate high achievement, interest and/or ability are provided the opportunity for a rigorous learning environment. As we encourage our students to have an accredited college/university/post-secondary institution (“college”) course-taking experience as early as possible, we also need to ensure it is a successful one and that it complements the rigorous course of studies offered at MPS. The following are guidelines for dual and concurrent enrollment.

**Eligibility:**

- **Maturity:** High school students who have demonstrated academic, personal and social maturity are welcome to apply. The high school counselor (“counselor”) will meet with the deans, the student’s teachers and other related school staff to assess the student’s maturity level necessary for dual and concurrent enrollment.
- **GPA:** Minimum Cumulative GPA of 3.0 (weighted) by the end of the semester prior to dual enrollment.
- **Restrictions:** The student and the parent are responsible for checking whether the college has admission/enrollment restrictions based on age, grade level, or demonstrated eligibility for instruction using assessment methods and procedures.
- **Counselor Approval:** The student is responsible for obtaining approval from the counselor for the specific courses student intends to take before enrolling in college courses.

**Procedures:**

- **Readiness:** The student must demonstrate on track preparation in the discipline to be studied. With input from related school staff, the counselor will determine student readiness for the requested course. MPS expects that requested courses are part of the student’s four-year plan with input from the student, parents, and school staff.
- **Courses:** The student has exhausted all opportunities to enroll in an equivalent course at his or her school of attendance.
- **Credits/GPA:**
  - To determine how a college course fulfills a high school requirement see your counselor. The counselor will indicate whether the course will receive high school credit along with college credit or only college credit. Counselor’s approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations.
  - Ultimately, it is the ultimate responsibility of the student/parent to determine college credit and the transferability of the course to other colleges. The following website can be used for that purpose: [www.assist.org](http://www.assist.org). ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another.

- Prior to enrollment, the student needs to make written application to the appropriate college/university office indicating that he or she is seeking high school credit in addition to college credit. Student/parent is responsible for following application deadlines and filling out forms such as “Supplemental Application for Admission of Students in Grades K-12” or other forms required by the college/university and completing the application process in a timely manner.
- It is the responsibility of the college/university to offer college credit. However, it is the responsibility of the student/parent to learn whether dropping or failing the course may impact admission to that college/university.
- Student/parent will provide an official transcript from the college/university to the counselor in a timely manner. Upon receipt of an official transcript from the college/university showing the course title, number of college units and the course grade, the high school equivalent course and the credits allowed will be recorded on the student's cumulative record.
- Academic college courses that meet the University of California “a-g” requirements will be given a weighted grade point on the high school transcript and included in cumulative GPA calculations.
- The following table will be used for conversion of college units to high-school credits:

<b>College units</b>	<b>High school credits</b>
1 semester college unit or 1-2 quarter college units	2.5 high school credits
2 semester college units or 3 or more quarter college units	5.0 high school credits
3 or more semester college units	10.0 high school credits

- **Attendance Requirements:**

- The student must provide a copy of college course schedule to the high school counselor for approval before enrolling in college courses.
- The student must inform the counselor in case of any changes in course enrollment (dropping the course, changes in course dates and hours, etc.)
- All students in grades 11 and 12 are required to be enrolled in at least five courses each semester (including the Advisory course). These courses can be classroom-based courses taken at MPS, online courses provided by MPS or approved online course-providers, CSU, UC or community college courses, and other courses and activities for which academic credit will be provided upon satisfactory completion.

- MPS requires that the average number of minutes of attendance in any two consecutive schooldays is no less than 240 and minutes of attendance in any one school day is no less than 180.
- Signed Early Release Form is required for leaving school earlier than regular dismissal.
- All students in grades 9 and 10 must stay until regular school dismissal unless an alternative arrangement has been made with the counselor.
- All students in grades 11 and 12 must stay for the Advisory period unless an alternative arrangement has been made with the counselor.

**Signatures and Dates:**

I have read and I understand the terms of this policy, and agree to all provisions set forth.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

**Dual and Concurrent Enrollment Form**

**Course Credits to be Earned upon Completion:**

Student Name:	
Grade:	
Date of Birth:	
College:	
College Course:	
College Units:	
Course Dates/Hours:	
Equivalent High School Course: <i>(if applicable)</i>	
High School Credits to be Awarded:	
Will Grade Be Recorded on the HS Transcript?	<input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>unweighted</i> ) <input type="checkbox"/> Yes ( <i>weighted</i> )
Notes:	

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

High School Counselor: \_\_\_\_\_ Date: \_\_\_\_\_