

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IKC-RA, ISA, ISB-RA, ISB-EA

Responsible Office: Deputy Superintendent of Schools

Enrollment of High School Students at Montgomery College

I. PURPOSE

To state Montgomery County Public Schools (MCPS) and Montgomery College procedures for identifying and selecting students who qualify for enrollment at Montgomery College under the Early Placement Program and other admissions programs

II. BACKGROUND

In 1962, Montgomery College and MCPS established a supplementary enrichment Early Placement Program for selected high school students in their senior year. In addition, there are other routes through which qualified MCPS students may enroll in courses at Montgomery College concurrent with their high school programs. Montgomery College also participates with other institutions of higher learning in the Early College Admissions Program, an optional program under state and county graduation requirements.

III. PROCEDURES

A. Selection of Candidates for the Early Placement Program

1. To be eligible for the Early Placement Program, students must:
 - a) Complete their junior year prior to their participation in the program
 - b) Articulate a plan for school and college attendance during the senior year that has the approval of their parents (or guardians) and includes all courses required for high school graduation and adequate time in the schedule for college course work
 - c) Have an overall 2.75 grade point average at the end of the junior year

- d) Receive the approval of their principal and guidance counselor as early placement candidates
 2. In March of each year, representatives of Montgomery College will distribute Early Placement Program information and applications for admission to all MCPS high schools.
 - a) College representatives will meet with students in the high schools who may be interested in the Early Placement Program.
 - b) High school counselors will use the information supplied by the college to acquaint eligible students with the opportunities available to them for enrollment in Montgomery College as a part of their senior year program.
 - c) Interested students will submit an admissions application and other supporting data to the Montgomery College campus they are interested in attending. Additionally, students will submit the following:
 - (1) An official transcript of all high school work completed
 - (2) The recommendation of their principal and guidance counselor
 3. Parental approval and active interest on the part of the qualified student are prerequisites to acceptance by the college, and a preadmissions interview will be held with a Montgomery College counselor.
 4. The college reserves the right to make the final decision on admission to the Early Placement Program based on the interview and recommendation of the principal and guidance counselor.
 5. A successful candidate for the Early Placement Program is notified by the college of admission to the program, and a copy of the notification is forwarded to the high school counselor.
- B. Student Participation in the Early Placement Program
1. The Early Placement Program student will at all times maintain identity with his/her high school. The student will be ineligible to participate in extracurricular or athletic

activities on the college campus but may continue to participate in such programs in the high school for which he/she is eligible under MCPS regulations.

2. The student normally will be permitted to take no more than the equivalent of two courses in the college in any one semester, under the following conditions:
 - a) Each student is responsible first for meeting the graduation requirements of the high school curriculum.
 - b) Credit earned in college courses may be applied toward graduation requirements. If the credit is to be used to fulfill the student's graduation requirement, the student must consult with the counselor and receive the principal's approval before enrolling in the course.
 - c) A college course that carries three college credits will be considered as one-half credit toward fulfilling the 22-credit requirement towards graduation and will be included in the student's class rank and grade point average. If the course is not used to satisfy graduation requirements, grades earned will not be included in the class rank computations or the grade point average, unless requested by the student. The decision for the grade(s) to be included in the student's class rank and grade point average must be declared by the student within 25 days after enrollment in the course.
 - d) If the college course is considered an honors or advanced level course and is being taken to fulfill the student's graduation requirements or the student has declared this a course to be included in his/her class rank and grade point average, weighted rank will be calculated by adding one quality point to an A or B.
 - e) The combined high school and college load normally will not exceed a full-time program in the high school. The high school schedule of the early placement student will be reduced correspondingly to accommodate the college course(s); this applies equally to the scheduling of college extension or evening course offerings.
 - f) All college classes (day, evening, and extension) are open to the early placement student, subject to the specific prerequisites noted in the college catalog. The student will be expected to function as a full-fledged member

of the college classes and will earn regular college credit applicable toward the Associate in Arts degree at Montgomery College.

g) The student may request a transcript showing credits earned to transfer the hours to another institution.

3. A student completing early placement courses will have a notation to this effect included on the high school permanent record. This notation will likewise appear on all high school transcripts.

C. Enrollment at Montgomery College Under Special Conditions

1. Montgomery College may serve as a resource to MCPS for certain students who may not meet the requirements of the Early Placement Program but whose achievement in a certain field of study is clearly exceptional and surpasses the courses offered by the school attended or neighboring schools with alternative course choices.

2. Admissions in such special cases will be granted upon the recommendation of the high school counselor and principal and with the approval of the area associate superintendent, and where college attendance will not impair the student's opportunities to complete the graduation requirements in his/her high school. The college reserves the right to make the final decision on admission.

3. The provisions of Section III.B. of this regulation apply to students admitted to college programs under special conditions, and the notation of college courses completed will be included on the student's high school permanent record and transcripts.

D. Fees

High school students who qualify for admission to Montgomery College will be expected to pay the same tuition and fees charged to regular students. Montgomery College Board of Trustees grants are available to a minimum number of students in the program who can substantiate financial need.

Administrative History: Formerly Regulation No. 310-1, May 11, 1977; revised December 1986; revised July 24, 1989.