



Early College Program HANDBOOK

Academic Year 2019-2020

Welcome to the Arbor Prep Early College Program!

Why Early College?

Early Colleges have documented incredible outcomes. These include increased high school graduation rates, increased college enrollment and course/degree completion, and students report more positive school experiences (better relationships, higher expectations, more rigorous/relevant instruction, more academic/social support), as compared to non-Early College peers. Through full participation in Early College, students may earn up to 60 college credits and a full Associate's degree.

Our Beliefs

When students encounter the rigor, depth, and intensity of college coursework at an earlier age, they are inspired to work hard and stretch themselves intellectually. With comprehensive support, and an opportunity to offset college cost, students are motivated to achieve at a higher level: leading to increased college course and degree completion. Early College programs are designed to serve student populations that are sometimes underrepresented in higher education. This program further supports the Arbor Prep mission of preparing each student for college success.

Student Eligibility Criteria

Students must satisfy all State of Michigan and Michigan Department of Education Dual Enrollment Qualifications. Other eligibility requirements may be determined by the high school and Wayne County Community College District (WCCCD).

In addition to meeting State of Michigan and Michigan Department of Education Dual Enrollment Qualifications, candidates must have a passing score on the Wayne County Community College English Composition writing sample assessment or appropriate ACCUPLACER score to be accepted into the Early College program. Students will need to be evaluated for Algebra placement by PSAT/SAT math subscores or ACCUPLACER to continue in the program. Students not placing into Intermediate Algebra after the 11th year will need to take the appropriate development math course.

Family Educational Rights and Privacy Act (FERPA) authorization must be submitted. This allows the school counselor to have visibility to student's performance and attendance data when they are taking college

classes.

Parent/Student Commitment Night

Students and at least one parent must attend a Wayne County Community College Commitment meeting in the Spring when they are first accepted in the the Early College Program.

Orientations

Students will be required to participate in Wayne County Community College Orientations in years 11, 12 and 13. Parents are encouraged to attend Orientations.

Communication

Wayne County Community College (faculty and staff) will communicate to Early College students via their Wayne County Community College student email. Students must frequently check their student email. Students should also send communications to their advisors and faculty via student email. Students should forward their student email to their high school email address.

Tuition

This is a college scholarship program. Arbor Preparatory High School will be responsible for arranging payment of tuition, and in some cases may provide financial assistance with books and mandatory course fees and books*.

***Conditions for Financial Reimbursement**

Arbor Prep may seek reimbursement from the student/parent for costs associated with college tuition, books, and fees if: 1) the student is dropped from the Early College program due to academic or behavioral issues, as determined by administration, 2) for any individual college course that a student does not earn credit for and/or meet the prerequisite expectations to progress towards completion of the Associate Degree (Typically a grade of C- or below, when a student elects to withdraw from a course, or is dropped by a professor for attendance, grades, etc.), 3) if student voluntarily drops out at any point in the program, including the 13th year, or 4) withdrawals from Arbor Prep.

Under any of the above conditions, tuition and fees will be the responsibility of the student/parent/guardian.

Fees and Books

All textbook and supplemental materials required for classes, as determined by Wayne County Community College and its faculty, will be the responsibility of the student. However, Arbor Prep will assist families who submit a request and qualify for financial aid. With guidance from the counselor and/or advisor, students will order textbooks online or at the Wayne County Community College bookstore (may require students to travel to Wayne County Community College to pick up textbooks).

Transportation

Students in the program will be responsible for their own transportation. Attendance in college classes is mandatory. Students are expected to review both the high school and college calendars (in advance) in order to plan ahead. However, assistance is available to students for whom transportation presents a significant barrier to their ongoing participation in the program. Contact your college advisor or school principal for assistance.

Throughout the Early College program, transportation is largely dictated by student's' selected degree program and the college campus where those courses are offered. Public transportation is available. If students elect to drive themselves or carpool, the liability falls on the driver.

Associate Degree Programs

The first courses (40-43 credits) represent the "foundational core." From there, students may choose a specific career pathway as they progress, or an Michigan Transfer Agreement (MTA) track toward a four year degree program. These pathways typically include Associate degree programs in Business, Health Professions, or Technology. However, students may also choose from any other degree program offered through Wayne County Community College.

Dedicated Admissions Representative and Academic Advisor

A dedicated Dual Enrollment Manager and Academic Advisor(s) from the Wayne County Community College Campus will be assigned to assist and guide Arbor Prep Early College students participating in this program.

Comprehensive Support Systems

To develop academic and social skills, as well as behaviors necessary for college completion, Arbor Prep Early College will provide the following systems of support:

- Early College Seminar course, designed to provide multiple layers of academic and social/emotional support (advising, tutoring, interventions, and progress monitoring).
- Individual Associate's Degree Plans will be maintained by the student and counselor, for purposes of progress monitoring (grades, GPA, degree progress).
- Students will build a Portfolio, as part of their Senior Project, to collect artifacts to support their transition after Early College (resume, transcripts, community service, etc.)
- Parent communication will occur at a minimum of twice a year, at the end of each academic (college) semester. This progress report will outline grades, credits earned, GPA, upcoming course schedule, conditions for academic probation, and will require parent/guardian signature.
- Remediation and intervention strategies will be required for students struggling in Early College and/or high school courses (tutoring, remedial college courses, reduced college course load, etc.).

Year Long Scheduling

Early College students in years 12 and 13 will be scheduled for Wayne County Community College classes for both fall and winter semesters. Year Long Scheduling commences each year in February for the following academic year. Students may contact their advisor for changes that may be needed.

Online Classes

Wayne County Community College online course offerings provide an interactive, technology-based learning environment as another educational option to meet students' unique learning and lifestyle needs. Through the use of the Blackboard classroom, students will link with faculty members as well as fellow students in their classroom. Assignments include discussion boards, team projects, papers, journals, and simulations. Through the use of Collaborate, students create real-time opportunities to work with other students.

Students are expected to meet assignment deadlines established in advance by the instructor.

Online course work relies heavily on written communication, teamwork and problem-solving skills. Minimum

computer skills such as the ability to set up a computer file, knowledge of various internet browsers, and the availability of high speed internet are necessary. In addition, students must have functional skills in email, word processing, and spreadsheet applications.

Determination of College-Level English and College-Level Math Preparation/Placement

Prior to the beginning of the 11th grade year in the Early College program, Students must satisfy all State of Michigan and Michigan Department of Education Dual Enrollment Qualifications along with a writing assessment (to determine college-level English preparedness) which will be administered to all students interested in participating in the Early College program. Students who do not demonstrate college-level English preparedness and college-level math preparedness will not be accepted into the Early College program.

College-level English Preparedness (Minimum)

ACT:	22 (Reading) 18 (English)
SAT:	480 (Critical Reading)
Accuplacer:	84 (Sentence Skills) 91 (Reading Skills)

An evaluation of math preparation must be conducted by the end of the 11th year, and can include either the ACT/SAT scores or the ACCUPLACER assessment scores. Students not scoring the minimums as indicated below, will be asked to complete a summer MATH course prior to the 12th year.

College-level Math Preparedness (Minimum)

ACT:	22 (Mathematics sub score)
SAT:	530 (Math score)
Accuplacer:	60 (Elementary Algebra - places student into MATH 125) or 40 (College Level Math - places student into MATH 125)

Academic Calendar

Courses for the Early College program will be delivered according to the Wayne County Community College academic calendar. WCCCD classes taught each semester at the high school during the 9th and 10th grade years will be offered on a set schedule and may preclude a student from taking a particular high school class offered that same semester. Wayne County Community College classes taken during the 11th, 12th, and 13th years will primarily be taken at a DU campus or through DU online and scheduled according to the campus (days and times) or online offerings.

Attendance Policy

Regular attendance and active participation in classes are essential elements in the learning process. Students are expected to attend all class sessions beginning with and including the first class session. Students attending classes at a Wayne County Community College campus or online will be required to comply with existing attendance policy requirements. Unexcused or excessive absences may result in administrative withdrawal from a class. Students should refer to the university catalog for details regarding the Attendance Policy for both in-seat and online courses.

Students should notify Wayne County Community College faculty if they are going to be absent from class. Students must provide a valid excuse for any and all absences, and when possible, provide an official and documented excuse. The instructor should be notified of a planned absence a minimum of 24-hours prior to the course meeting time. This holds true for practicums and internships where students must immediately notify both their preceptor and their instructor.

Student Alerts/Attendance Alerts

Wayne County Community College is committed to connecting students with resources that may assist a student in meeting educational and career goals. WCCCD recognizes that early intervention is critically important to a student's long-term academic success. To that end, WCCCD faculty regularly communicate with students and their advisors, including High School Designee(s), regarding academic progress and other concerns related to performance or attendance.

Failing a Class/Withdraw from a Class/Tentative Dismissal Status/Appeal and Reinstatement Process

A student who fails a class will be required to work with his/her WCCCD advisor to determine the best course of action for the student to continue in the Early College program. Davenport will notify the student's parent/guardian and the High School when a student fails a course. If the failed course is a prerequisite course, it may impact the student's remaining sequence of courses and the program completion date.

Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Failure to follow this process may result in a loss of access to college classes. The following steps are mandatory prior to being withdrawn from a college course: A conference with his/her counselor outlining difficulties/reason for requesting withdrawal, documentation of tutoring, and a parent conference with the counselor to discuss possible impact of this decision and future access to college classes. High school administration will make the final decision and formal request if the withdrawal is granted.

The student will be responsible for any tuition, fees, and books incurred by a course that is failed or he/she elects to withdraw from.

Early College Probation Criteria

The Early College Program is a privilege, and each Early College student must meet certain criteria in order to remain in the program. When a student fails to meet these set criteria, that student will be placed on Early College probation for the remainder of their current semester and the entire following semester (Fall and Winter Semesters).

To be placed on Early College probation a student has done one, or more, of the following;

- Student has failed to communicate with Arbor Prep Early College staff, as required
- Student has failed to attend in-person meetings
- Student's semester GPA is below 2.0
- Other handbook or code of conduct violations, as determined by Arbor Prep Early College administration

To have the probation status removed, the student must follow and meet the criteria listed below:

- Meet with the Arbor Prep Early College counselor on a weekly basis to monitor progress. A mutual meeting time will be set.
- Earn an overall GPA of 2.0 or greater at the semester
- Attend sessions in the tutoring center, as assigned
- Attend sessions in the college success center, as assigned

In addition to the above, the student may be required to complete additional supports/interventions, including reduced college schedule, delayed college schedule, online classes, increased grade checks and progress monitoring, etc. Please note that everything is individualized, and any intervention will look different and is implemented on a case-by-case basis.

If, after the probationary period is over, the student still has failed to meet the requirements set forth by Arbor Prep Early College and Wayne County Community College, that student will be transitioned out of the program and return full time to his/her High School with any outstanding costs to be paid by the student/parent.

WCCCD Faculty Illness or Inability to Hold a Class

If a Wayne County Community College faculty member teaching at the high school campus is unable to hold class, Wayne County Community College will not be responsible for providing a substitute teacher. The Wayne County Community College faculty member will contact the high school office and students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the proposed schedule of course activity.

Cancellation of Classes Held on a WCCCD Campus

It is Wayne County Community College's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, student email, Blackboard and local news stations) for any notices or alerts of canceled courses for any reason.

Cancellation of Classes Held on the High School Campus

In the event that the high school is closed for the day or a class is canceled, it is the student's responsibility to check all forms of communication (phone, campus email, and Blackboard) submit any required work for the day, and communicate with their professors on due dates for assignments and for any adjustments that must be made to their syllabus.

Transcripts

After a student completes a WCCCD class and the final grade is posted, WCCCD's Registrar's Office will send the students' official transcripts to the high school office, at the end of each academic semester. Some high school classes may count for articulated credit toward WCCCD programs. At the completion of each academic semester, the early college counselor will complete the WCCCD articulation form and forward it along with the students' official transcripts to WCCCD for college credit to be posted.

13th Year Student Expectations

Students in their final (13th) year are required to attend regularly scheduled in-person meetings, as determined by Arbor Prep Early College staff. Students must also engage in regular email communication to check progress, review grades, share important information, etc. Failure to comply with this expectation may result in the student being placed on probation and/or exited from the program. If a student is unable to attend a meeting, please notify Arbor Prep Early College within 24 hours.

Student Life/Residence Hall/Collegiate Athletics

Early College students may live in the residence halls during their 13th year; however, no federal financial aid is available (13th year students are not eligible to complete the FAFSA, as they are not yet high school graduates). Early College students may not participate in Davenport athletics during their 13th year. Many Student Life activities are available to Early College students- check on eligibility for participation with the Center for Campus Life for details.

Wayne County Community College Graduation Requirements

Students must maintain a minimum overall 2.0 cumulative grade point average (GPA) as well as a minimum of 2.3 GPA in their major. Students must also fulfill the credit and residency requirements for their prescribed curriculum. The Michigan Department of Education requires that students earning an associate's degree must complete a minimum of 60 semester hours of instruction, and students completing a bachelor's degree must complete a minimum of 120 semester hours of instruction. Wayne County Community College adheres to this standard and has designed its curricula to satisfy this requirement.

The student must ensure that a Graduation Application form is on file in the Registrar's Office one semester prior to graduation. The form can be located in the Student Connection (Advising Tools/Academic History section: Graduation Application). Contact your advisor for questions or assistance with the form.

Refer to the university catalog or the university website for additional details regarding Graduation Requirements and Application for Graduation.

Wayne County Community College Commencement Information and Diploma

Students can access important information about the commencement ceremony through their Wayne County Community College Student Connection (Advising Tools/Academic History section). Deadlines/dates/timelines as well as eligibility for graduation, tips for grads, and frequently asked questions (FAQs) are available. Students are encouraged to participate in commencement, if eligible.

Diplomas are printed at the end of each semester for those students who have graduated and have submitted an application for graduation. Diplomas are printed and then mailed to the student's permanent address 6-8 weeks after the final date of the semester in which all degree requirements are met. Diplomas cannot be released to any student with a financial obligation to Wayne County Community College.

Transition from earned High School Diploma and Associate degree to Bachelor degree

The primary benefit of participating in the Early College program is the earning of both a High School diploma

and an Associate degree in the student's chosen field at the end of the fifth (5th) year of study between the high school and Wayne County Community College. The Early College program has been designed to provide a seamless transition from that diploma and Associate degree to the pursuit and eventual completion of a Bachelor degree at Wayne County Community College. An evaluation of all credits earned in the Associate Degree will be completed and all credits earned will apply directly towards the Bachelor degree at Wayne County Community College. In the event the student would like to pursue a Bachelor degree at different college or University after earning their high school diploma and the Associates degree from Wayne County Community College, he/she should work with an advisor or counselor from the new institution in order to evaluate Davenport credits that may apply to the student's program of choice at the new institution.

Students seeking a Bachelor degree at Wayne County Community College are not required to follow the Michigan Transfer Agreement, but are required to follow the full Wayne County Community College Admissions process. The Early College courses are planned strategically to fit the curriculum at both the High School and Wayne County Community College. For more information on the state of Michigan's Michigan Transfer Agreement and other details regarding its program, please contact the Director of Transfer Articulation at Wayne County Community College.