



**ROXBURY HIGH SCHOOL  
COLLEGE OPTION PROGRAM  
2022-2023**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ as of September 2022

Counselor: \_\_\_\_\_

# College Option Program



## **DESCRIPTION OF PROGRAM**

The wide variety of students' interests, motivations and responses to education makes it clear that no single approach to learning is best for all students. Learning takes place in a variety of ways, under a variety of circumstances; it is a highly individualized process.

If we are to approach our goal of providing a school which is responsive to the needs and learning styles of all students, we must make available a practical variety of education alternatives. Therefore, the College Option is a program designed to afford a student the opportunity to pursue areas of study which are beyond the scope of curricular offerings, and perhaps beyond the boundaries of the school building. Students interested in this program must realize that undertaking a college option program requires a great deal of initiative and responsibility.

Local school districts have been granted the flexibility to allow students the opportunity to pursue a variety of educational activities or programs that are linked to the Core Content Standards, but go beyond a traditional school program. For many students the college option program provides a valuable transitional experience for students planning to attend college after high school. Additionally, some college option experiences allow students to accrue college credits at an accredited institution while still attending high school. Underclassmen may also enroll in college courses that offer academic experiences not available at Roxbury High School.

## **ELIGIBILITY**

The College Option Program is open to any student in grades 9-12 who:

1. has demonstrated sufficient academic proficiency, in the judgment of the College Option Committee, to assure that commitment to an alternative course of study would not jeopardize his/her regular class work, or the ability to graduate "on time." (i.e. GPA of 3.0 or above)

2. has already earned and/or is earning sufficient credit to graduate.
3. is interested in pursuing a program of study that extends beyond the school-offered curriculum.

### **INITIATION OF STUDY**

In order to initiate a College Option proposal a student must:

1. Choose an area of study that extends beyond the scope of the Roxbury High School curricular offerings.
2. Submit a College Option application form and proposal to Mrs. Mann before April 1st of the school year preceding the College Option experience. In an extraordinary case, a pupil may submit a proposal by September 1st for the first semester. For a second semester College Option experience, applications must be submitted by December 15th. In all but the most unique situations, the proposal should be submitted during the scheduling process.
3. Include a course description from the college catalog of all courses to be taken.

### **PROPOSAL**

The typed proposal must be approved by the student's guidance counselor, Director of Guidance, student's parents, and Principal. The following elements must be included:

1. Institution to be Attended and Name of Course
2. Dates and Times of Course
3. Proposed credits to be Earned: State the number of college credits that he/she is attempting to earn. (Successful completion of a 3 credit college course will earn a student 5 high school credits.)
4. Presentation:  
For a 5 credit College Option experience a student is expected to keep and submit a grade report from their college to the College Option Committee before appropriate deadlines as follows: Before January 15 for semester 1 and before June 1 for semester 2.

## **GRADES/CREDITS/RESTRICTIONS**

1. Once the College Option proposal has been made, a committee of educators (Director of Guidance, Principal, and School Counselor) will determine whether the student will be authorized to attend the college and earn high school credit. The student's grade (as verified by the college report card) will be entered as the high school grade for the College Option course.
2. No credit will be awarded for a grade below B.
3. If, for any reason, the study is not completed successfully and in accordance with approved guidelines, no credit will be awarded.
4. The cost of college coursework is the responsibility of the student and his/her parents.

## **PROCEDURES**

After acquiring the College Option booklet the following must occur:

1. Student returns completed packet and typewritten proposal to his/her School Counselor. The proposal **MUST** contain parent signatures.
2. School Counselor reviews College Option proposal, completes counselor portion with student and forwards proposal to the Director of Guidance.
3. The Principal reviews proposal and organizes initial meeting with the student's School Counselor to determine if the proposal is deemed academically suitable. The committee may approve or amend the proposal.
4. Students may commence their program upon final approval of the Board of Education (see Policy #5460).
5. Documentation indicating successful completion of the college option activity must be submitted in accordance with the written proposal according to the deadlines noted below.
6. Student is responsible for making a presentation(s) concerning status of the College Option program as follows:
  - a. For a 5 credit College Option a student is expected to make one status report at the conclusion of the respective semester (1st Semester: January 15th and 2nd Semester: June 1st).

**ROXBURY HIGH SCHOOL  
COLLEGE OPTION PROGRAM  
Student Application Form and Proposal**

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

GRADE: \_\_\_\_\_ (as of 9/2022) DATE: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ and/or email: \_\_\_\_\_

TITLE OF COLLEGE OPTION PROPOSAL: \_\_\_\_\_

PREPARE A TYPED PROPOSAL AND SUBMIT WITH THIS APPLICATION.

INCLUDE IN YOUR PROPOSAL:

1. School to be Attended
2. Name of Course
3. Number College Credits
4. Dates/Times to Attend

(Please attach a copy of the college catalog description of the class.)

Parent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

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

Signature

TYPED PROPOSAL SHOULD BE SUBMITTED WITH THIS APPLICATION

(TO BE COMPLETED BY THE STUDENT'S GUIDANCE COUNSELOR)

**ROXBURY HIGH SCHOOL  
COLLEGE OPTION PROGRAM  
Guidance Counselor Recommendation Form**

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_ COUNSELOR: \_\_\_\_\_  
(as of 9/2022)

TITLE OF COLLEGE OPTION COURSE: \_\_\_\_\_

LENGTH OF TIME: ( ) 1st Semester ( ) 2nd Semester

Credits being undertaken \_\_\_\_\_

These questions must be answered by your Guidance Counselor:

1. How many credits did the student earn by the conclusion of his/her most recent grade?

2. Do you feel that this student is sufficiently motivated to undertake a College Option program and maintain appropriate attention to his/her other classes?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do you recommend this student for a College Option Experience?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
*Counselor's Signature*

After signing, the counselor should submit this form to Mrs. Mann who will contact the student for the next step of the process.

**Date received by Mrs. Mann** \_\_\_\_\_