2014-2015
Post-Secondary
Enrollment Options
Program (PSEOP)

The power of UC
close to home

www.ucclermont.edu

phone: 513.732.5200
toll-free: 1.866.446.2822
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**INTRODUCTION**

Established by Ohio lawmakers in 1989, the Post-Secondary Enrollment Options Program (PSEOP) enables qualified high school students in grades 9-12 to take college courses for which they can earn both high school and college credit.

**PSEOP Objectives:**
1. to help students increase their readiness for and access to college;
2. to help students decrease the overall cost of their college degree;
3. to help students decrease the time needed to earn their college degree.

**PSEOP GUIDELINES: OHIO DEPARTMENT OF EDUCATION**

PSEOP participants and stakeholders must follow specific guidelines developed by the Ohio Department of Education (ODE). A few of these guidelines are detailed below.

**Guideline 1: Information and Counseling**

- By March 1, high schools must provide information about PSEOP to their students in grades eight, nine, ten, and eleven.
- By March 30, students must notify their high school that they plan to participate in PSEOP. Students may change their minds at any time.
- Between March 1 and March 30 (or earlier), high schools must inform students and their parents/guardians about the benefits and risks associated with PSEOP.

**Guideline 2: Enrollment Options**

Students participating in PSEOP may pursue one of two enrollment options: PSEOP Option A or PSEOP Option B.

<table>
<thead>
<tr>
<th>PSEOP Option A</th>
<th>PSEOP Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible students may enroll in college courses for <em>either</em> college credit only or high school and college credit.</td>
<td>Eligible students must enroll in college courses for <em>both</em> college and high school credit.</td>
</tr>
<tr>
<td>Students pay for all of the costs associated with their college enrollment, including the cost of tuition/fees, books, and materials.</td>
<td>The school district pays for the cost of tuition and fees; the college pays for the cost of books and approved materials.</td>
</tr>
</tbody>
</table>
Guideline 3: College and High School Graduation Credit

**PSEOP Option A:** Students determine whether or not they receive high school credit for their college courses. This determination must be made BEFORE they register for these classes, not after.

**PSEOP Option B:** Students must receive high school credit for their college courses.

Guideline 4: Calculating Full-Time Enrollment

The total number of semester hours that PSEOP students may take at UC Clermont must NOT exceed the equivalent number of Carnegie units the students may take at their high school.

| 5 Semester Hours (college) = 1 Carnegie Unit (high school) |

The following table correlates the number of Carnegie units that a student plans to take at his/her high school with the corresponding number of semester hours the student may take at UC Clermont.

<table>
<thead>
<tr>
<th>7 Carnegie Unit High School</th>
<th>8 Carnegie Unit High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Carnegie Units* a student plans to take at his/her high school (per year)</td>
<td>Number of semester hours the student may take at UC Clermont (per year)</td>
</tr>
<tr>
<td>0</td>
<td>35*</td>
</tr>
<tr>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

*Students who want to enroll for more than 30 semester hours per year MUST receive permission to do so from UC Clermont’s PSEOP Director.*
Students may participate in PSEOP as follows:

<table>
<thead>
<tr>
<th>Grade in High School</th>
<th>Combined high school and college coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Nine</td>
<td>maximum: Four academic years</td>
</tr>
<tr>
<td>Grade Ten</td>
<td>maximum: Three academic years</td>
</tr>
<tr>
<td>Grade Eleven</td>
<td>maximum: Two academic years</td>
</tr>
<tr>
<td>Grade Twelve</td>
<td>maximum: One academic year</td>
</tr>
</tbody>
</table>

Credit Hour Conversion:
High Schools may convert the college credit hours earned by PSEOP students as follows:

a. High schools may award one Carnegie unit for every 7.5 quarter hours or 5.0 semester hours earned. High schools may also award fractional Carnegie units proportionately.

b. High schools may substitute college courses for high school courses based on the comparability of course content and without regard to instruction time.

c. High schools may develop alternative conversion methods. These methods must be approved by the state superintendent of public instruction.

Guideline 5: Non-Public School Participation
Students from non-public high schools may participate in the Post-Secondary Enrollment Options Program (PSEOP).

To apply for PSEOP, non-public high school students must do the following:

1. By April 1, submit to the Ohio Department of Education (ODE) an intent to participate letter. ODE will mail this letter to all non-public schools by March 1.

2. Between May 15 (no earlier) and June 15 (no later), mail to ODE an application for Non-public Student Participation in Post-Secondary Enrollment Option Program (PSEOP) Option ‘B’.

By mid-April, ODE will both post the application on its website and mail multiple applications to the chief administrator at each non-public high school.

By early July, ODE will mail an award offer to all eligible non-public school applicants.

For additional information about non-public school participation, please contact Wendy Cantrell directly at wendy.cantrell@ode.state.oh.us.
In addition to meeting the PSEOP guidelines established by the Ohio Department of Education, high school students must also satisfy specific eligibility and academic requirements established by UC Clermont.

Eligibility Requirements

To participate in PSEOP at UC Clermont, students must meet the following eligibility requirements:

<table>
<thead>
<tr>
<th>High School Students In Grades 9 and 10</th>
<th>High School Students In Grades 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students must verify that they are enrolled in Grade 9 or 10 at an Ohio high school.</td>
<td>1. Students must verify that they are enrolled in Grades 11 or 12 at an Ohio high school.</td>
</tr>
<tr>
<td>2. Students must verify that they are in good ‘academic and disciplinary’ standing at their high school.</td>
<td>2. Students must verify that they are in good ‘academic and disciplinary’ standing at their high school.</td>
</tr>
<tr>
<td>3. Students must reside with a parent or legal guardian within commuting distance of UC Clermont.</td>
<td>3. Students must reside with a parent or legal guardian within commuting distance of UC Clermont.</td>
</tr>
<tr>
<td>4. Students must possess a minimum GPA of 3.00 on a 4.00 scale as verified by both a high school transcript* and a guidance counselor’s signature.</td>
<td>4. Students must possess a minimum GPA of 3.00 on a 4.00 scale as verified by both a high school transcript and a guidance counselor’s signature.</td>
</tr>
<tr>
<td>5. Students must take UC Clermont’s placement tests and place into BOTH college-level English AND college-level Math.</td>
<td>5. Students must take UC Clermont’s placement tests and place into EITHER college-level English OR college-level Math.</td>
</tr>
</tbody>
</table>

*Rising 9th graders must submit an official copy of their 8th grade transcript/report card.

Placement Tests

1.) placement tests are required;  
2.) placement tests are free;  
3.) placement tests may be taken one time only (for admission purposes);  
3.) the English placement test requires a writing sample; and  
4.) the Math placement test is computerized – calculators are NOT permitted.  

BEFORE they test, students must submit a PSEOP application. They will then receive a follow up letter that explains how and when they may take their placement tests.
### Academic Requirements

UC Clermont expects PSEOP students to meet the following academic requirements:

<table>
<thead>
<tr>
<th>Academic Requirements</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Matriculation Requirements</strong></td>
<td>PSEOP students must enroll at UC Clermont as non-matriculated HIGH SCHOOL students. If students wish to attend UC Clermont after they graduate from high school, they must complete UC Clermont’s ‘college’ admission and matriculation process.</td>
</tr>
<tr>
<td><strong>Learning Requirements</strong></td>
<td>PSEOP students must assume responsibility for their own learning. If students experience academic difficulty, they must proactively seek assistance from both their instructors and the UCC Learning Center. They should also meet with their high school guidance counselors.</td>
</tr>
<tr>
<td><strong>Attendance Requirements</strong></td>
<td>PSEOP students must follow the attendance policies established by the instructors for the courses in which they enroll. Students must also attend their UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities.</td>
</tr>
<tr>
<td><strong>Course Requirements</strong></td>
<td>PSEOP students may register for 1000 and 2000 level courses for which they have met all pre-requisites. However, UC Clermont reserves the right to limit the number and type of courses available to PSEOP students.</td>
</tr>
<tr>
<td><strong>GPA Requirements</strong></td>
<td>PSEOP students must maintain BOTH a semester and cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester they are enrolled at UC Clermont. Failure to do so may result in their dismissal from PSEOP.</td>
</tr>
<tr>
<td><strong>‘Student Conduct’ Requirements</strong></td>
<td>PSEOP students must function as college students. They, not their parents or guidance counselors, must manage their college responsibilities both in and out of the classroom. Toward this end, PSEOP students must comport themselves according to the guidelines established by UC Clermont’s Student Code of Conduct. PSEOP students who violate these guidelines are subject to the same disciplinary actions as regular college students. Note: PSEOP students must also maintain good ‘academic and disciplinary standing’ at their high school. Failure to do so may result in their dismissal from PSEOP.</td>
</tr>
<tr>
<td><strong>High School Graduation Requirements</strong></td>
<td>PSEOP students are responsible for both knowing and meeting their high school graduation requirements. Toward this end, students must meet regularly with their high school guidance counselors.</td>
</tr>
</tbody>
</table>
THE BENEFITS OF PSEOP

Students who participate in the Post-Secondary Enrollment Options Program (PSEOP) experience many academic and financial benefits. A few of these benefits are listed below:

1. Students are able to take classes at the college that are not offered at their high school.

2. Students are able to experience college life and course work before they must make a final decision about pursuing a college education.

3. Students are able to enroll in classes that both challenge and interest them.

4. Students are able to involve their high school counselor or principal in their academic and career planning.

5. Students are able to take college classes for which they will receive both high school and college credit. The latter may help students reduce the time needed to earn their eventual college degree.

6. Students are able to take college classes without paying for any of the costs associated with these classes. The school district pays for the cost of tuition/fees and the college pays for the cost of books. This benefit may help students reduce the overall cost of their eventual college degree.

7. Students are able to explore a variety of college disciplines without concern for either the cost or time involved with this exploration.

The random completion of college courses does NOT a degree make.

To earn a college degree, students must complete the specific courses required for a particular major. Completing courses randomly will neither help toward this end nor enable (PSEOP) students to complete their degree sooner than would be otherwise expected.

For a complete list of benefits, refer to the Ohio Department of Education’s Guidance Resource Booklet for the Post Secondary Enrollment Option Program (PSEOP).
THE RISKS OF PSEOP

Students who participate in the Post-Secondary Enrollment Options Program (PSEOP) may experience several academic and financial risks. A few of these risks are listed below:

1. Students may experience a degree of academic difficulty that exceeds that to which they are accustomed at their high schools.

2. **Students may earn grades at the college that negatively impact their high school ‘class standing’ and/or ‘grade point average’**.

3. Students who attend colleges and high schools with different academic schedules may find themselves unable to participate in their high school’s graduation ceremonies.

4. Students who take college classes that differ in scope and content from their high school classes may find it difficult to pass their high school proficiency and/or graduation tests.

5. Students may find it uncomfortable to take college classes with students who are sometimes much older than they are.

6. Students who withdraw from or fail college classes may harm their ability to graduate from high school when they had planned to do so.

7. **Students who withdraw from or fail college classes must reimburse their high school for the cost of these classes.**

For a complete list of risks, refer to the Ohio Department of Education’s Guidance Resource Booklet for the Post Secondary Enrollment Option Program (PSEOP).
**FREQUENTLY ASKED QUESTIONS ABOUT PSEOP**  
**UC CLERMONT**

**Question:** Will I be considered a University of Cincinnati (UC) student?

**Answer:** No. As a PSEOP participant, you will enroll at UC Clermont as a non-matriculated HIGH SCHOOL student. If you wish to attend UC after high school graduation, you must complete UC’s college admission process.

**Question:** What classes should I take?

**Answer:** You should take classes that either serve as general electives toward or subject area requirements for your high school graduation. These classes may also count toward an eventual college major.

**Reminder:** You and your high school guidance counselor are responsible for scheduling the high school and college classes necessary for you to graduate from high school.

**Question:** What classes should I avoid?

**Answer:** You must avoid taking classes in a subject area for which you have earned a cumulative GPA below 3.00 (on a 4.00 scale) in high school.

PSEOP students may enroll in most 1000 and 2000 level courses for which they have satisfied all pre-requisites. However, UC Clermont reserves the right to limit the number and type of courses available to PSEOP students.

**Question:** Can my high school or local board of education prevent me from taking a particular course at UC Clermont.

**Answer:** No. If you are eligible to participate in PSEOP at UC Clermont, your high school may not prevent you from either enrolling in or earning high school credit for a particular college course.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>May I take evening classes? weekend classes? on-line classes? off-site classes?</td>
<td>Yes, yes, yes and yes. As a PSEOP student, you may take an UC Clermont class in whatever format and at whatever location it is offered.</td>
</tr>
<tr>
<td>If I plan to transfer to another college, what classes should I take?</td>
<td>If you plan to transfer to another college, you must contact that college (the college to which you plan to transfer) and ask an admission counselor or academic advisor for advice about what courses you should take at UC Clermont.</td>
</tr>
<tr>
<td>Can I graduate from high school and earn an associate’s degree simultaneously?</td>
<td>No. You must graduate from high school first and then apply for admission to and graduation from the University of Cincinnati.</td>
</tr>
<tr>
<td>Does PSEOP pay for summer classes?</td>
<td>No. PSEOP funding is limited to the regular academic year (August through May). Funding is NOT available during the summer.</td>
</tr>
<tr>
<td>May I use my high school IEP at UC Clermont?</td>
<td>No. However, UC Clermont does provide disability services for PSEOP students who meet specific eligibility requirements. For more information, please contact the PSEOP Director.</td>
</tr>
<tr>
<td>Question:</td>
<td>Can I still participate in high school activities such as band, drama, or athletics?</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Answer:</td>
<td>Yes. According to the Ohio Department of Education, students who are earning all of their graduation credits through enrollment in college courses have no legal requirement to be in attendance at the high school, but certainly continue to be entitled to the resources available to all students. Ohio’s Post-Secondary Enrollment Options Program bulletin Ohio Department of Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question:</th>
<th>Can I participate in extracurricular activities at UC Clermont?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Yes and No. You may participate in most student organizations at UC Clermont; however, you may neither join a university-sponsored athletic team nor hold an office in an university-affiliated organization.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question:</th>
<th>If I receive a grade of ‘W’ (official withdrawal) or ‘UW’ (unofficial withdrawal), what happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>According to the Ohio Department of Education, “…public school districts must...recover from the student or parent all costs incurred by the district when and if a student fails to complete a college course, whether through a formal ‘class drop’ process or by nonattendance other than for reasons generally accepted by the school district.” Ohio’s Post Secondary Enrollment Options Program bulletin Ohio Department of Education</td>
</tr>
</tbody>
</table>

| Important: | While an official withdrawal (‘W’) will NOT impact your college GPA, an unofficial withdrawal (‘UW’) will be calculated as an ‘F’ in your GPA. |
Question: If I earn a grade of ‘F’ or ‘NP’, what happens?

Answer: According to the Ohio Department of Education, “…If the student does not earn a passing final grade in all courses in which the student is enrolled, the student or student’s parents will be required to reimburse the state for the amount of state funds paid to a college for any uncompleted course or failed courses.”

Ohio’s Post Secondary Enrollment Options Program bulletin
Ohio Department of Education

Important:
• Earning an ‘F’ for a course can significantly lower both your college and high school GPA. To remain in PSEOP, you must maintain both a semester and a cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester during which you are enrolled at the University of Cincinnati.
• A grade of ‘NP’ (Not Proficient) will NOT affect your GPA at the University of Cincinnati.

Question: Do I get to keep my college books?

Answer: No. As a PSEOP student, you will charge the cost of your books to a special UC Clermont Bookstore account*. At the end of the semester (or multi-course sequence), you must return the books to the Bookstore. If you fail to do so, UC Clermont will bill you for the cost of these books and all related materials.

*If you purchase your books through another bookstore or vendor, UC Clermont will not reimburse you for the cost of these books.

Question: If I am ‘Home Schooled’, can I participate in PSEOP?

Answer: According to the Ohio Department of Education, you can not participate in PSEOP unless you pursue one of the following options:

1.) enroll in a traditional public school and then apply for participation in the program.
2.) enroll in a community school and then apply for participation in the program.
3.) enroll in a non-public school and then apply for participation in the program.
4.) enroll in a non-chartered, non-public school (i.e., an ‘08’ school) or create such a school and then apply for participation in the program.

Recently, the state legislature made new funding available for homeschooled students. For more information, please contact Wendy Cantrell directly at wendy.cantrell@ode.state.oh.us.
Question: May I defer my admission to PSEOP?

Answer: Yes. You may defer your admission for one semester. To initiate a deferral, you must contact the PSEOP Director by the end of the first week of classes during the semester for which you were admitted. [The Director may require additional documents as part of the deferral approval process.]

Question: Can my public high school require me to take a minimum number of classes at the high school before it approves my participation in PSEOP?

Answer: Maybe. You can only be required to do this if every other student at your high school is subject to the same policy.

If the school has students who are only taking one class or less than a full load of classes as defined by the school, the school cannot selectively enforce requiring a minimum number of classes be taken even if a policy specifying this requirement is in place. The example that was raised has to do with students enrolled on a part-time basis in a school for a particular class such as Driver’s Education.

If a school has a policy in place that requires full-time enrollment or defines some minimum number of classes must be taken, and every student in the school is enrolled according to the policy, then it would be possible for the school to require that some classes be taken at the school if an equivalent full-time load is not being taken at the college through PSEOP.

Ohio’s Post Secondary Enrollment Options Program bulletin
Ohio Department of Education
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Step-by-Step Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>February and March</td>
<td><strong>Step 1</strong>: Collect and review information about PSEOP.</td>
</tr>
<tr>
<td>by March 30</td>
<td><strong>Step 2</strong>: Notify your high school that you plan to participate in PSEOP at some point during the next academic year.</td>
</tr>
</tbody>
</table>
| by April 2             | **Step 3**: Work with your high school guidance counselor to complete and submit your UC Clermont PSEOP application materials. **Remember to include the following:**  
  a. a properly signed application;  
  b. a $50 application fee  
    (make check payable to the University of Cincinnati);  
  c. an official transcript from every high school/college  
    that you have attended;  
  d. a course advising form (optional).  
  
  **Mail all materials to the following address:**  
  Dr. Debra Clark  
  Enrollment & Student Services  
  UC Clermont College  
  4200 Clermont College Drive,  
  Batavia, Ohio 45103 |
| April - June           | **Step 4**: Take the required UC Clermont Placement Tests.  
  Dr. Clark will send you a letter that identifies the testing dates available for prospective PSEOP students. |
| by early August        | You should receive either an acceptance or denial letter.                             |
| June – August          | **Step 5**: Attend a mandatory PSEOP Orientation.  
  **Prior to the orientation:** Select your 14FS course(s).  
  **At the orientation:** Get your confirmed 14FS schedule and learn more about PSEOP at UC Clermont. |
<p>| August 25              | <strong>Step 6</strong>: Begin your Fall Semester classes at UC Clermont.                           |</p>
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Step-by-Step Process</th>
</tr>
</thead>
<tbody>
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<td><strong>Step 1</strong>: Collect and review information about PSEOP.</td>
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<tr>
<td>By March 30</td>
<td><strong>Step 2</strong>: Notify your high school that you plan to participate in PSEOP at some point during the next academic year.</td>
</tr>
</tbody>
</table>
| By October 2          | **Step 3**: Work with your high school guidance counselor to complete and submit your UC Clermont PSEOP application materials.  
  Remember to include the following:  
  a. a properly signed application;  
  b. a $50 application fee  
    (make check payable to the University of Cincinnati);  
  c. an official transcript from every high school/college that you have attended;  
  d. a course advising form (optional).  
  Mail all materials to the following address:  
  Dr. Debra Clark  
  Enrollment & Student Services  
  UC Clermont College  
  4200 Clermont College Drive,  
  Batavia, Ohio 45103                                                                                                                                                                                                 |
| October – November    | **Step 4**: Take the required UC Clermont Placement Tests. Dr. Clark will send you a letter that identifies the testing dates available for prospective PSEOP students.                                                                                                                                                                   |
| By early December     | You should receive either an acceptance or denial letter.                                                                                                                                                                                                                                                                                           |
| November – December   | **Step 5**: Attend a mandatory PSEOP Orientation.  
  Prior to the orientation: Select your 15SS course(s).  
  At the orientation: Get your confirmed 15SS schedule and learn more about PSEOP at UC Clermont.                                                                                                                                                                     |
| January 12            | **Step 6**: Begin your Spring Semester classes at UC Clermont.                                                                                                                                                                                                                                                                                      |
# UC CLERMONT COLLEGE
## 2014 - 2015 PSEOP APPLICATION

<table>
<thead>
<tr>
<th>ENROLLMENT OPTIONS</th>
<th>APPLICATION DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check <strong>one</strong> option only:</td>
<td>Circle the semester for which you are applying:</td>
</tr>
<tr>
<td>____ PSEOP Option A</td>
<td>Fall Semester 2014: April 2</td>
</tr>
<tr>
<td>(college credit only; student pays)</td>
<td></td>
</tr>
<tr>
<td>____ PSEOP Option B</td>
<td>Spring Semester 2015: October 2</td>
</tr>
<tr>
<td>(high school and college credit; school district pays)</td>
<td></td>
</tr>
</tbody>
</table>

## STUDENT INFORMATION

- Last Name________________________________ First Name__________________ MI_______
- Social Security Number_________________________ Date of Birth_______________________
- E-Mail________________________________ Cell Phone Number________________________
- Male or Female? _________ Exchange Student?___yes ___ no US Citizen?____yes____no

## PARENT INFORMATION // PERMANENT ADDRESS (FOR STUDENT)

- First and Last Name________________________________ Phone Number ________________
- Street Address_________________________________________________________________
- City _________________________________ State _____________ Zip Code_______________

## HIGH SCHOOL INFORMATION

- High School _________________________________ High School District________________
- Guidance Counselor__________________________ Phone Number____________________
- Grade Level as of August 2014 (circle one): 9th grade 10th grade 11th grade 12th grade
- Expected High School Graduation Date: month _________ year __________
- I plan to participate in PSEOP as follows (check one): part-time _________ full-time_______
- Anticipated college major: ________________________________________________________________

Optional: Do you have a disability that may need accommodation? _____yes _____no
TO BE SIGNED BY STUDENT:
After reading UC Clermont’s 2014-2015 PSEOP Handbook, I understand both the benefits/risks and the policies/procedures associated with the Post-Secondary Enrollment Options Program (PSEOP). I also understand that as a PSEOP participant, I must do the following:
1.) enroll at UC Clermont as a non-matriculated high school student;
2.) maintain BOTH a semester and cumulative GPA of at least 2.00 (on a 4.00 scale) -- failure to do so may result in my dismissal from PSEOP;
3.) follow the attendance policies established by the instructors for the courses in which I enroll;
4.) attend my UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities;
5.) comport myself according to the guidelines established by UC Clermont’s Student Code of Conduct.

Signature:__________________________________________________________ Date:_____________________

As a condition for participating in PSEOP, I authorize UC Clermont to provide information about my academic progress and performance to my parents/legal guardian, college/high school administrators, and the Ohio Department of Education.

Signature:__________________________________________________________ Date:_____________________

Print name here:____________________________________________________

TO BE SIGNED BY PARENT OR LEGAL GUARDIAN:
I understand the benefits and risks associated with permitting my son or daughter to participate in the Post-Secondary Enrollment Options Program (PSEOP) at UC Clermont. In particular, I understand that should my son or daughter enroll in PSEOP Option A, I must pay for all of the costs associated with taking a course(s) at UC Clermont. I also understand that should my son or daughter enroll in PSEOP Option B and subsequently withdraw from or fail a course(s), I must reimburse my son or daughter’s school district for all of the costs associated with this course(s).

By signing this document, I stipulate that my son or daughter has both the academic and emotional maturity necessary to do the following: 1.) complete college course work with a grade of ‘C’ or better, and 2.) assume personal responsibility for managing his/her college-related activities both in and out of the classroom. Note: PSEOP students are expected to interact directly with both their UC Clermont professors and PSEOP advisors.

Signature:__________________________________________________________ Date:_____________________

TO BE SIGNED BY HIGH SCHOOL COUNSELOR OR PRINCIPAL:
I have advised this student and his/her parents about the benefits and risks associated with participation in the Post-Secondary Enrollment Options Program (PSEOP).

Cumulative High School GPA (based on a 4.00 scale): ___________ Class Rank: _______ Class Size: _______

Signature:__________________________________________________________ Date:_________ Phone Number:____________

Please attach a copy of the student’s high school transcript. You may also include a Course Advising form.

Mail this application to the following address. Please include a $50.00 non-refundable check or money order made payable to the University of Cincinnati.
Dr. Debra Clark
Enrollment & Student Services
UC Clermont College
4200 Clermont College Drive
Batavia, OH 45103
POST-SECONDARY ENROLLMENT OPTIONS PROGRAM
COURSE ADVISING FORM (optional)

Please complete this form and submit it along with the student’s application and official high school transcript. This form is OPTIONAL.

Student’s Name: ________________________________________________________

_______ The maximum number of Carnegie units this student can earn during an academic year at your high school.

_______ The number of Carnegie Units this student plans to earn at your high school during the 2014-2015 academic school year.

The following table correlates the number of Carnegie units* that a student plans to take at his/her high school with the corresponding number of semester hours the student may take at UC Clermont.

<table>
<thead>
<tr>
<th>7 Carnegie Unit High School</th>
<th>8 Carnegie Unit High School</th>
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<tbody>
<tr>
<td><strong>Number of Carnegie Units</strong>&lt;sup&gt;1&lt;/sup&gt; a student plans to take at his/her high school (per year)</td>
<td><strong>Number of Carnegie Units</strong>&lt;sup&gt;1&lt;/sup&gt; a student plans to take at his/her high school (per year)</td>
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<tr>
<td>0</td>
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<td>5</td>
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<td>7</td>
<td>0</td>
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</tbody>
</table>

*1 Carnegie unit at the high school = 5 semester hours at UC Clermont.
** Students who want to enroll for more than 30 semester hours per year MUST receive permission to do so from UC Clermont’s PSEOP Director.
Please recommend several courses the student can take at UC Clermont that will either satisfy or complement the student’s high school graduation requirements.

Please provide additional information that may help me better advise this student.

Guidance Counselor’s Signature

Telephone Number

High School Name

Date
This PSEOP Handbook is also available online:

1.) Go to www.ucclermont.edu

2.) Click on Academics (left-hand sidebar)

3.) On the Academics page, click on the first option under the header Special Opportunities. This option is titled: High School Students- Post Secondary Enrollment Options (highlighted in red)

For additional information, please contact:

Dr. Debra Clark
PSEOP Director
UC Clermont College
513.732.5321
debra.clark@uc.edu