OSU

Oregon State
UNIVERSITY

Oregon State University

&

_____ *School District*

Expanded Options Program Agreement

20XX – 20XX

http://p12.ecampus.oregonstate.edu/xop/school-district.html

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A. Purpose (OAR 581-022-1362 Expanded Options – Purpose, 5/18/06)

The purpose of the Expanded Options Program, hereafter referenced as the Program, is to:
- Create a seamless education system for *eligible students[1]* in grades 11 and 12 to:
  - Have additional options to continue or complete their education;
  - Earn concurrent high school and college credits; and
  - Gain early entry into post-secondary education.
- Promote and support existing accelerated college credit programs, and support the development of new programs that are unique to a community's secondary and postsecondary relationships and resources.
- Allow eligible students who participate in the Expanded Options Program to enroll full time or part time in an eligible post-secondary institution.
- Provide public funding to the eligible post-secondary institutions for educational services to eligible students to offset the cost of tuition, fees, textbooks, equipment and materials for students who participate in the Expanded Options Program.

This agreement between *Oregon State University*, hereafter referenced as OSU, and
_____ *School District*, hereafter referenced as the District, exists to better serve students and to mutually benefit our institutions. The following agreement will guide this effort, until modified or amended.

B. Communication and recruitment

OSU will provide Program information to the District and the general public via the Internet, through written communication and by the OSU Program contact person. The program website (http://p12.ecampus.oregonstate.edu/eop) contains program details and copies of documents used in the program.

The District will provide its students and their parents/guardians with information regarding the Program. The District will recruit interested and eligible students.

OSU and the District will inform their respective staff and faculty about the Program. OSU and the District will also share Program student names and course schedules.

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[1] *eligible students* (OAR 581-022-1363 Expanded Options – Definitions, 5/18/06)
- A student who is enrolled in an Oregon public school and who:
  - Is in grade 11 or 12 or who is 16 years of age or older at the time of enrollment in a course under the Expanded Options Program;
  - Has developed an educational learning plan consistent with OAR 581-022-1130(3), Diploma Requirements; and
  - Has not successfully completed four years of high school; or
  - Who has completed course requirements for graduation, but not received a diploma.
- "Eligible student" does not include a foreign exchange student enrolled in a school under a cultural exchange program.

C. Eligibility

Students must meet the Program eligibility requirements of the District. Additionally, students must meet Program eligibility requirements of OSU through:

- Identification by the District as an eligible Program student,
- Completion of the OSU admission process for Program students,
- Acquisition of the necessary prerequisites for the desired class(es), and
- Enrollment only in credit or noncredit *eligible post-secondary courses*[2].

The District is responsible for determining student and class eligibility.

D. Admission

Admission process
OSU will provide an online admission system for the District to use to enroll eligible students into the Program. Program students are classified as OSU *nondegree-seeking*[3] students. Online admission will be open for a specific time period as defined by OSU.

OSU will provide notice of admission acceptance to the student, the District, and the Oregon Department of Education.

OSU reserves the right to not accept a Program student.

E. Registration

Advising
The District will provide student advising regarding Program process, student eligibility, eligible classes and how identified Program classes will fit within the student's educational learning plan.

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[2] *eligible post-secondary courses* (OAR 581-022-1363 Expanded Options – Definitions, 5/18/06)
- Any nonsectarian course or program offered through an eligible post-secondary institution if the course or program might lead to high school completion, a certificate, professional certification, associate's degree or baccalaureate degree.
- "Eligible post-secondary course" does not include a duplicate course offered at the student's resident school.
- "Eligible post-secondary course" includes:
  - Academic and professional technical courses; and
  - Distance education courses.
- The provisions of Section 5 "Eligible post-secondary course," subsections (a) through (c), do not apply to any post-secondary courses in which a student is enrolled in addition to being enrolled full time in the student's resident school district. For purposes of the Expanded Options Program, a student is considered full time if the student attends classes for credit in the secondary school for all available hours of instruction.

[3] *Nondegree-seeking student*
- Does not need to meet the admission requirements for degree-seeking students.
- Registers during open enrollment times, not priority times reserved for admitted degree-seeking students.
- At a future date, must go through the regular admission process to become a degree-seeking student.

OSU will provide a list of available courses and, upon request, academic advising information to the District in order that it may assist its students in making informed decisions.

Class registration

Program students will go through the same online class registration process as nondegree OSU students. Program students may register for up to 8 credits per term of regular and/or online classes. The District will work with the OSU Expanded Options representative to register its Program students and will ensure that its students only sign up for *eligible*[2] classes.

After registration and prior to the start of the term, the District will send OSU a list of its registered Program students. This list will include student name, ID, and schedule. Prior to the first week of each term and again after the drop deadline, OSU will provide the District with a list of the Program students' class schedules. The District will confirm that information with OSU, and both institutions will work together to resolve any errors.

Tuition and fees

Enrolled Program students will be charged tuition and fees according to OSU policy. The amount of these fees will be made available to the District prior to registration. Tuition and fees will be billed to the District.

Adding and dropping

Program students will use the same add and drop procedures as regular students. Fees for these procedures, if any, will be billed to the District.

Textbooks

The District will pay for the required textbooks for the Program classes its students are taking. If textbooks are purchased from the OSU bookstore, an arrangement can be made between the bookstore, a private company and the District to handle payment.

F. Financial procedures

The District will be billed for its Program students' tuition and fees in the seventh week of the term. This is generally the only billing the District will receive during a term.

Other than tuition, fees currently include admission (one time only), building, incidental, technology, counseling/health (optional), and ID card (optional, but recommended). Program students do not pay the matriculation fee. Additionally, unique resource or course fees may be charged by some colleges and students may incur special fees, such as for late registration.

Program students are not eligible for financial aid.

G. Student information

Grades
All grades earned in Program classes are part of a student's permanent college transcript. The District will determine the appropriate high school course and credit equivalency for all Program classes. At the end of each term, OSU will provide final student grades to the District.

Progress reports
OSU will provide a progress report form to the District for students to use to obtain a report from their instructors. This report is to be submitted by the students to their District. The District will determine whether a student is making satisfactory academic progress in the Program and the consequences of failing to make satisfactory progress. The District will inform OSU when a student's status in the Program changes.

Confidentiality
OSU follows all applicable state and federal laws, rules and regulations that apply to student information. As appropriate, OSU and the District will share Program-related student information on a "need-to-know" basis.

H. Student services

Transportation
Transportation is the responsibility of the student, unless the District offers transportation options. The OSU Shuttle bus is available free to students with OSU ID cards, and the Corvallis Transit System buses are free to all passengers. Registered students purchasing a student parking permit may park in designated student parking areas on campus.

Special education and disability services
The District is responsible for the provision of special education services to qualified Program students while at OSU. OSU provides reasonable accommodation for Program students with disabilities. Students who desire or need these services must contact the Disability Access Services (DAS) office at OSU. Contact DAS by phone at 541-737-4098, email at mailto:disability.services@oregonstate.edu or online at http://ds.oregonstate.edu.

Grievances and conduct
Program student grievances against OSU will be handled through the appropriate OSU institutional process or grievance procedure. Grievances against the District will be handled by the District.

Program students shall comply with the conduct standards of both institutions. The District and OSU may intervene in cases of misconduct, particularly when cases involve health and safety. OSU will notify the District when it has undertaken Program student conduct actions.

OSU conduct standards are posted on the OSU website. Program students who do not meet OSU conduct standards may be removed from OSU. The District is responsible for any

District-approved, nonrefunded tuition and fees owed by a removed Program student. Refund information is available on the OSU website.

I. Coordination

Process
OSU and the District will each identify a primary Program contact. Sufficient communication and coordination will occur between these contacts to maintain a smooth, effective program. Additionally, these contacts will identify and recommend improvements to the Program process.

A process deadlines document will be used to detail operational procedures between the two institutions. This document is available in the school and district information page on the program website at http://ecampus.oregonstate.edu/online-degrees/k12/xop/school-district.htm.

Contacts

OSU contact person: **District contact person:**

Name _Joan Oakes_____   Name _____

Position _Learner Services Specialist_____   Position _____

Phone _541-737-4166_____   Phone _____

Email _ecampus.ess@oregonstate.edu   Email _____

J. Agreement

Duration and termination
This agreement will remain in force until 1) June 30, 20XX, 2) modified by mutual consent, or 3) terminated, with or without cause, by either party, upon thirty (30) days written notice to the other.

Signatures
We the undersigned, hereby agree to the above stated terms. Approved by:

_____ _____

Authorized District Signature   Date

_____ _____

Dave King, Associate Provost, Extended Campus, OSU   Date