

MMHS Early College Guidelines
PLEASE READ, SIGN, AND RETURN TO GUIDANCE

Taking Early College classes through Machias Memorial High School offers students a wonderful opportunity to expand their academic horizons and earn college level credit while still enrolled in high school. Taking a college level course while in high school does entail extra work and responsibility for the student. Colleges have the right to adjust grading or fail a student based on class attendance. It is the responsibility of the student to request professor permission if they are going to miss a class. High school students need to consider possible field trips, school and family activities **BEFORE** registering for college classes. The following guidelines have been established in order to meet the requirements of participating in the Early College Program:

1. No more than seven daily excused absences in the semester prior to enrollment.*
2. No more than one daily unexcused absence the semester prior to enrollment.
3. No more than three school tardies the semester prior to enrollment.*
4. A minimum final grade of 83 in all classes from the previous semester.**
5. Final decisions for approval of Early College classes will be made by the administration.
6. Students may **not** go into the University of Maine at Machias dorms while school is in session at MMHS.
7. Transportation will be provided to UMM during the school year. If transportation is not available through MMHS, students will be allowed to take their own vehicles or make their own arrangements for transportation. Students may not transport each other, unless written permission is given to the MMHS front office. A permission slip to drive must be signed by the parent/legal guardian.
8. Any student who receives special services through MMHS and would like to request accommodations for Early College classes must contact the college special service coordinator directly. **Contact must be made to the colleges by the student in order for accommodations to be put in place.** Please keep in mind colleges do not offer any modifications (e.g. shortened assignments). They only offer accommodations (e.g. large print exams).

* In cases of extreme medical conditions where there is physician documentation this may be overridden by the principal or guidance counselor.

**If there is only one class where the final average is below an 83 the principal or guidance counselor may override this requirement.

We have read and understand these requirements on: _____
(Date)

Signed: _____
(Student Signature) (Parent/Legal Guardian Signature)