



Program Admission Policy

The School-Based Scholars (SBS) Program offers high school students the opportunity to take college classes with NKU at their high school with NKU faculty or NKU-approved sites.

Students are eligible for this program if they meet the following requirements:

1. High school juniors and seniors:

- Must have a high school unweighted GPA of 3.0 or higher.
- Must have a composite ACT score of 20 or higher.
 - If a student does not have an ACT score, they may submit an SAT score.
 - If a student has no ACT or SAT scores, they may be admitted into the program with their GPA and a letter of recommendation from an educator certifying their belief in the applicant's academic and emotional capability to participate in college courses; however, eligible courses will be limited based on prerequisites for individual courses.
- Must meet any course prerequisites.

2. High school sophomores:

- Must have a high school unweighted GPA of 3.0 or higher.
- Must meet any course prerequisites.
- Must **only** take courses offered at their high school unless granted an exception as noted below.

Students must complete a School-Based Scholars application packet (online application, disclosure, transcript and test scores). However, completed School-Based Scholars application packets do not guarantee admission into the program. All applications will be reviewed by the School-Based Scholars office.

Admission exceptions:

- All requirements in this policy for dual-credit participation are the requirements for NKU. If a high school wishes to impose additional requirements for participation in dual-credit courses, those requirements will be enforced.
- If a student has a GPA between 2.8 and 3.0 and/or a composite ACT score of 18 or 19 (or its equivalent), they may apply for the program and submit a letter of recommendation from an educator certifying their belief in the applicant's academic and emotional capability to participate in college courses for admission consideration.
- If a high school student enters into the SBS program without an ACT score and upon taking the ACT receives an ACT composite score of less than 18, they may be permitted to continue in the program as long as their course grades continue to meet the C or better requirement and the high school counselor or other designated school official is willing to submit a letter verifying

that they will regularly check in with the affected student to monitor their course progress. Students must still meet any course prerequisites.

- Sophomore students will be limited to only taking classes offered at their high school.
 - If a public or private high school sophomore wishes to take an online or on-campus course, they must petition the Vice Provost for Undergraduate Academic Affairs by submitting with their application a letter of recommendation from their high school's principal certifying their approval for the student to participate and a letter of recommendation from a high school educator certifying their belief in the sophomore applicant's academic and emotional capability to participate in college courses. These documents should be submitted with the student's application to the SBS program. Students must still meet any course prerequisites.
 - If a home schooled high school sophomore wishes to take an online or on-campus course, the student must petition the Vice Provost for Undergraduate Academic Affairs by submitting a letter of intent with their application materials explaining why the student should be provided with an exception. This document should be submitted with the student's application to the SBS program. Students must still meet any course prerequisites.
- High school freshmen are unable to participate in the School-Based Scholars program, unless:
 - They petition the Vice Provost for Undergraduate Academic Affairs by submitting with their application a letter of recommendation from their high school's principal certifying their approval for the student to participate and a letter of recommendation from a high school educator certifying their belief in the freshman applicant's academic and emotional capability to participate in college courses. These documents should be submitted with the student's application to the SBS program. Students must still meet any course prerequisites.
 - If a home schooled high school freshman wishes to take an online or on-campus course, the student must petition the Vice Provost for Undergraduate Academic Affairs by submitting a letter of intent with their application materials explaining why the student should be provided with an exception. This document should be submitted with the student's application to the SBS program. Students must still meet any course prerequisites.

Once in the program, all students must meet the following requirements for continued enrollment.

SBS Grade Policy

General Rule:

Once a student has been admitted into the SBS program, they must earn a final grade of C or higher in each NKU class in order to continue taking classes prior to high school graduation.

For any student who receives a grade of C- or lower, they must sit out the following semester and then apply for reinstatement using the SBS Reinstatement Application. This is designed to give students the opportunity to improve their skills in the high school toward their college readiness so they can be

successful in future dual-credit classes. It is also aimed at preventing students from doing further harm to their college GPAs.

If a student wishes to appeal their final grade:

If a student wishes to appeal the SBS program's decision, they have the following options available, which are consistent with the University's policies:

- **Grade Appeal** – Any student who believes his/her final course grade is inaccurate, or based on factors that were not included in the grading policy, may appeal the grade. To be considered, the grade appeal must meet one or more of the following conditions:
 - The method for determining the final course grade conflicts with the grading policy per the course syllabus or other announced grading policies.
 - There is an alleged mathematical error in calculating the final course grade.
 - There is evidence that the final course grade is based on something other than performance in the course.

The student must initiate the appeal of the grade no later than fifteen (15) working days after the last date for faculty to submit grades (May 14, 2019). **This appeal should be addressed to the faculty teaching the course in question.**

- **Retaking Courses** – If a student receives a “D+,” “D,” or “F” in any of their SBS courses, the SBS program can permit them to retake that specific course if it is being offered at the time of registration.
 - If a student wishes to retake the course in which they received the aforementioned grades, they will only be permitted to take retake that course upon reentry into SBS. **If a student chooses to retake the course, they will need to write an email or letter to the SBS program (nkusbs@nku.edu).** The letter should address why the student believes they had academic difficulties in that course and why they believe they will be successful in the course this time around.
- **Repealing SBS decisions on program removal**
 - **If a student wishes to contest their removal from the SBS program due to their grades not meeting SBS policy, they must do so by writing a letter to the SBS program. Letters should be emailed to nkusbs@nku.edu.**
 - The letter should address why the student believes they had academic difficulties in that course, why they believe the decision to be removed from the program should be overturned, and why they believe they will be successful in the SBS program upon reinstatement. Once reviewed, the SBS program will notify the student and school counselor contact at the high school prior to the start of the following semester.