

Policies Relating to the Selection Process

Program Overview

The Middle College High School Program is a program offered by Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD) in cooperation with Moreno Valley College, RCCD.

Students enrolling in this program complete their junior and senior years (grades 11 and 12) of high school taking a combination of high school and college classes on the Moreno Valley College, RCCD.

Students remain enrolled in their respective school districts and high schools and, on successful completion of the program, earn a high school diploma from their home high school. While completing the requirements of their high school diploma, students also complete college credits that can be applied to associate degree or bachelor degree programs or career-related certificates after high school graduation or at age 18.

Eligibility for Program

- Students and their parent/guardians who are interested in applying for the program, must attend the Middle College High School Information Meeting held in the Spring semester.
- Students must complete the requirements of the application process and meet applicable deadlines as explained in the application packet.
- In order to be eligible for the Middle College High School Program, students must be enrolled in a high school or high school educational program of MVUSD or VVUSD during the spring semester of their sophomore (10th grade) year.
- Students must be residents of the State of California and be able to document this residency for a period of one year prior to enrolling in the MCHS program college classes.
- Students who are not residents of or enrolled in a school or program of MVUSD or VVUSD during the spring semester of the sophomore year or students who change their residency outside of the two school districts during or after the admissions process forfeit eligibility for the program.
- To be eligible for admission, students must be in the 2nd year of high school, regardless of their high school credit status.
- To be eligible for the program, students must be able to meet their school district's high school graduation requirements in terms of credits and core courses by the end their senior year.

Students Targeted

The program targets students who meet one or more profiles of an at-risk student. These include but are not limited to students who:

- Have the academic ability to successfully complete college level work
- Are not thriving in the traditional high school environment
- Have academic ability but are not achieving to their potential in the traditional high school setting
- Come from families in which the parent(s) or guardian(s) have not had the tradition of post-secondary education
- May have circumstances which may indicate that they are at-risk students

Selection Process

The Middle College High School program is limited to a maximum of 100 entering students. Because interest in the program exceeds the available spaces the program can accommodate, there is a selection process to determine those who both qualify for and are most likely to succeed in a college environment.

- An inter-district committee of high school teachers, counselors, and college staff review all applications on behalf of the partner high schools and school districts. The committee considers program eligibility criteria and the contents of
 - Teacher/Counselor recommendations
 - Writing Response
 - Application Contents
 - High school transcripts
 - High school attendance and disciplinary records
 - Standardized test scores
- The committee members independently review the student application packets. Based on their professional experience they determine whether the student is a good fit, a possible, not a good fit or ineligible for the program.
- The findings of each committee member are tallied and averaged, and those with an average indicating a good fit or a possible fit for the program are invited for an interview. Those who are not selected for interviews will be notified by mail.
- The interviews are conducted by teams made up of the admissions committee and may be augmented by college and school district administrators, other college and high school teachers and counselors, and Middle College High School program graduates or participants.
- The results of the interviews are tallied, reviewed along with the results of the initial review, and 100 students are selected for admission to the program. Applicants and their schools are notified of the results of the interview.
- Students who participated in MCHS Interviews but were not admitted to the program and feel there are grounds for reconsideration may file an Admissions Appeal within ten working day of notification of non-admission to the program. Only students who participated in MCHS Interviews and were not selected, can appeal to be reconsidered.

Special Considerations Review

Each School District and each high school endeavor to provide the level of educational support services to address student needs and skill levels. However, not all levels of educational services are available through the Middle College High School program or on the Moreno Valley College, RCCD.

While the MCHS selection committee may accept students into the program, it is the option of each high school to review placements in the Middle College High School program in light of these educational concerns and needs. Areas of review include, but may not be limited to the following topics:

Special Considerations Review *(continued)*

Special Programs:

Many programs offered at the home high school are not available for continuation through the Middle College High School program including but not limited to:

Independent Study, Home Schooling, ELD or ELL (English Language Learning or English Language Development), SDC (Special Day Class), RSP (Resource Specialist Program), EAOP (Early Academic Outreach Program), GATE (Gifted and Talented Education), AVID, Academy Programs, Varsity Athletic Programs

When student educational completion of high school or other learning goal is not compatible with the Middle College High School program, the MCHS placement may not be implemented.

- **Students with Individual Education Plans (IEPs):**
 - **If selection is recommended**, this recommendation will be forwarded to the school for the IEP review process. This will determine if the program placement is appropriate and will determine the final outcome.
- **Other Programs:** A discussion/review with parents/guardians and the student would be held regarding the advisability or appropriateness of MCHS program placement.

Admissions Process Overview

The Middle College High School program's Admissions Selection Process was developed by an inter-district committee of educators and administrators to provide for a fair process in which applicants to the program would have an opportunity to present themselves and their desires to be admitted to the program through their academic histories, teacher recommendations, application information, in writing, and, if selected for an interview, in person.

A committee of people representing the college and each school district, counseling, teaching, and administration, screen the applications, interview approximately 140 of the top applicants and through their judgments, approximately 100 new students are admitted. A student who participated in MCHS Interviews and is not accepted in the program may seek to appeal the decision. Their request is reviewed by the Process Review committee.

The process follows these steps

1. Preliminary interest in the program begins with the students and parents/guardians completing the MCHS Interest form.
2. Parents/guardians and Students attend the Parent-Guardian-Student Information Meeting, to obtain more detailed information about the program to determine if a full application is appropriate to the student-parent/guardian situation and goals.
3. Students who wish to formally apply do the following
 - Complete the MCHS Application
 - Obtain two teacher recommendations
 - Attend the MCHS Admissions Writing Response session
4. A student application file is compiled for each applicant including the following
 - Application
 - Recommendations
 - Admissions Writing Response
 - High school transcripts to date
 - Attendance records
 - Disciplinary Records
 - School testing records
5. A committee evaluates all applications and each individual member makes a determination, based on the materials in the file, as to whether the student looks to be a good *fit*, a possible fit, or not a fit for the program, according to the guidelines provided to each committee member.
6. The committee is made up of the MCHS counselor, MCHS faculty, Moreno Valley College faculty and staff, and HS counselors.
7. The individual findings of the committee are compiled and interviews are given to those students who have a majority of *fits* or *possible fits*.
8. These students are invited for an interview. They are interviewed by committees made up of MCHS students, MCHS teachers or counselor, school or college faculty, high school counselors or administrators. The committee members individually score each interviewee.

9. The findings of the committee are then compiled and scores tallied. A preliminary acceptance list is determined based on the top 100 scores.
10. The MCHS counselor and teachers committee members review the preliminary list, compare it to the paper screening list to see if there are any significant discrepancies between the paper screening results and the interview results. They also review the distribution of the selection by high school.
11. A final list of students to be admitted to the program is determined, and letters of acceptance are mailed. Students who are not accepted to the program are also sent a letter.
12. Students who participate in MCHS Interviews and are not accepted may request an appeal by the Process Review Committee. The Process Review Committee is composed of the Program Director, an MVC administrator, and an administrative representative from the appropriate school district.

The Process Review

The Process Review Committee was established to provide an avenue for student's appeals of the admissions determination and to assure that the process is fair and impartial.

The charge of the Process Review Committee is to review the process and findings of the selection committee to assure that the process was appropriately carried out and that the student was given full and appropriate consideration.

After an appeal is reviewed, the committee may make a recommendation to uphold the selection decision, accept the student directly into the program, or make recommendations to improve the selection process based on its review.

The Process Review Committee may include:

- MVC Dean (or designee)
- MCHS Program Director (or designee)
- MVUSD or VVUSD Administrator (or designee)

The determinations of the committee shall be made by majority vote and shall be final in relation to the student acceptance status.

Process

1. Only students who participated in MCHS Interviews and are not selected to participate in the program can request an appeal.
2. Students wishing to appeal the MCHS admissions decision must file a written letter stating their request for a review of the decisions and the basis or reasons for the request within ten working days of admissions status notification.
3. The student has the option to present their case in person.
4. The committee will consider the information provided by the parent and student, and will review the selection process materials.
5. The committee will make its determination by majority vote.
6. The MCHS program Director will inform the parent and student of the committee decision regarding the admission status within five working days.