

Policies Relating to the Selection Process

Program Overview

The Middle College High School Program is made possible through a partnership between Moreno Valley Unified School District (MVUSD), Val Verde Unified School District (VVUSD) and Moreno Valley College.

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 at Moreno Valley College.

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.

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, which is typically held in the month of February.
- 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 summer college classes at MVC.
- 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 of their senior year.

Students Targeted

The program targets students who meet one or more profiles listed below:

- Have the academic potential to successfully complete college level work
- 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 fit, or not a good fit 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.
- 40 students will be accepted based only on the application review averaged scores. The remainder 60 students will be selected based on the application review averaged scores and the Middle College Interviews.
- 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 60 students are selected for admission to the program.
- 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 at Moreno Valley College.

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:

See the back of this sheet for details on the appeal process—"Admissions Process Review".

Special Considerations Review *(continued)*

High School 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), AVID, Academy Programs, International Baccalaureate (IB), Athletic Programs
- **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.

When a 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.

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. The process is reviewed once a year and updated when necessary.

The committee of individuals representing the college and each school district, counseling, teaching, and administration, screen the applications. Each application is reviewed by a minimum of three committee members and their scores are averaged. The top 40 students will be accepted based on the review of their application. Approximately 90 students will be invited for interviews and 60 students will be accepted. A total of 100 students will be selected. 50% of the students accepted will come from MVUSD and the other 50% from VVUSD. 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
4. A student application file is compiled for each applicant including the following
 - Application
 - Recommendations
 - Admissions Writing Response
 - High school transcripts
 - 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 and teachers, and high school counselors.
7. The individual findings of the committee are compiled. The top forty applicants will be accepted. Approximately ninety students will be invited for interviews and sixty will be accepted.
8. Students invited to interviews will be interviewed by committees made up of 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 interview committee are then compiled and scores tallied.
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 and districts.
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 Administrator
- MCHS Program Director
- MVUSD or VVUSD Administrator

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 committee will consider the information provided by the parent and student, and will review the selection process materials.
4. The committee will make its determination by majority vote.
5. The MCHS program Director will inform the parent and student of the committee decision regarding the admission status within five working days.