REACH PROGRAM GUIDE:
STUDENTS AND
PARENTS/GUARDIANS

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The REACH program is a collaborative effort between Minnesota West Community & Technical College and area high schools. This partnership offers qualified high school juniors and seniors the opportunity to earn college credit in their high school setting. All REACH program courses are taught by a pre-approved, credentialed high school teacher who partners with a college faculty member. Students who successfully complete a REACH program concurrent enrollment course receive high school credit and Minnesota West college credit.

CONTENTS

Program Overview .................................................................................................................................................. 2
Student Eligibility, Placement, and Registration Process .................................................................................. 2
  Eligibility Requirements ..................................................................................................................................... 2
  Placement Requirements – If the student does not have a qualifying ACT score .............................................. 3
  Registration Process ........................................................................................................................................... 3
Grading.................................................................................................................................................................... 3
Withdrawing from a Reach Program Course ........................................................................................................ 3
  Important ............................................................................................................................................................ 4
Transferability ........................................................................................................................................................ 4
Transcripts ............................................................................................................................................................. 4
Student Policies and Procedures .......................................................................................................................... 4

STUDENT ELIGIBILITY, PLACEMENT, AND REGISTRATION PROCESS

A student who plans to enroll for courses in the Reach Program must meet certain eligibility and placement requirements. The eligibility and placement requirements are set by Minnesota West.

ELIGIBILITY REQUIREMENTS

Must be a junior or senior in high school and meet one of the following PSEO eligibility requirements*
  1. High school rank – top ⅓ of class as juniors & top ½ of class as seniors
  2. ACT Scores – 24 or higher as a junior, & 21 ACT or higher as a senior
  3. Score 78 or higher on the Reading Comprehension Accuplacer or a 21 or higher on the Reading ACT
  4. Math classes – score 51 or higher on the Elementary Algebra Accuplacer, 40 or higher on the College Level Math Accuplacer, or a MATH ACT score of 15 or higher
*Please check specific course listings for additional score requirements.
PLACEMENT REQUIREMENTS – IF THE STUDENT DOES NOT HAVE A QUALIFYING ACT SCORE

Take the Accuplacer Assessment exam

☐ High school staff will proctor the assessment at the high school
☐ High school staff will provide Minnesota West with the contact information of the proctor so the proper password and testing details can be arranged.
☐ Students must score at a certain level on the Accuplacer Assessment test in reading, sentence and math. Minnesota West has set specific placement requirements for each REACH program course.
  ○ Eligibility and placements requirements for each course are provided to each REACH Program High School. Students should contact their high school counselor for more information.

Students may also use MCA scores for some courses, not including English Composition. These options are listed on the eligibility and placement documents provided to high school counselors.

REGISTRATION PROCESS

Students must apply online at http://www.mnwest.edu/get-started/apply. Students should make sure they also submit the following items to be enrolled in the course:

☐ Official high school transcript
☐ Accuplacer Assessment Scores or ACT Scores

Return above items to K-12 Collaboration Coordinator no later than September 15th for fall semester and yearlong courses and no later than January 15th for spring semester courses.

GRADING

1. Minnesota West will provide a class list to the high school teacher before the end of the course.
2. The high school teacher shall submit grades within three academic days of the end of the course(s) to the K-12 Collaboration Coordinator.
3. Grade changes can be made if the student completes course requirements or if an error occurred. Forms are available from the K-12 Collaboration Coordinator or an email to theresa.ireland@mnwest.edu from the instructor will be accepted.
4. Incomplete or “I” grades may be used in very few circumstances. “I” grades change to “F” grades after one full term. Note: All “I” grades will affect a student’s probation or suspension status.

WITHDRAWING FROM A REACH PROGRAM COURSE

1. High school administration must contact the Dean of Institutional Effectiveness in an event that a student would like to withdraw from a class.
2. Withdraw Process and Dates:
   a. Complete an Add/Drop/Withdraw Form
   b. Return the Add/Drop/Withdraw Form to the Dean of Institutional Effectiveness for processing
      i. The last day to withdraw from a fall course is November 27.
      ii. The last day to withdraw from a spring course is May 6.
iii. The last day to withdraw from a yearlong course is April 21.

3. Courses for which students officially withdraw or are administratively withdrawn will appear as a **W** on the student transcript.

The College evaluates Satisfactory Academic Progress at the end of each term. While the Minnesota West policy **DOES** allow students to withdraw from a REACH class, we want to make sure the student understands what that will mean for them. A student who withdraws will have a “W” or withdraw on their Minnesota West college transcript and the student will still show up on your Minnesota West class roster. Satisfactory Academic Progress (SAP) is the measurement of a student’s performance (credits completed and cumulative grade point average) in meeting the institutional degree requirements.

**IMPORTANT:** Some students who withdraw from a REACH course will receive a letter at the end of the academic year explaining that they have not met the Minnesota West Satisfactory Academic Progress standards for GPA and/or completion rate and may be placed on academic probation with Minnesota West. Each student will be different, depending on how many credits they registered for, how many they withdrew from, etc. The complete policy can be found at [http://www.mnwest.edu/minnesota-west-policies/policy-29/](http://www.mnwest.edu/minnesota-west-policies/policy-29/).

### TRANSFERABILITY

All institutions in the Minnesota State Colleges and Universities system accept Minnesota West Community & Technical College transfer courses. Minnesota West credits also transfer to various public and private colleges/universities within Minnesota and surrounding states (as well as across the nation).

### TRANSCRIPTS

Students must request an official copy of their Minnesota West transcript be sent to the college they plan to attend after high school. Students who plan to have a transcript sent to an institution that is part of the Minnesota State College or Universities system do not need to complete a transcript request. All Minnesota State Colleges and Universities are able to electronically access a student’s Minnesota West transcript.

Transcripts to all other destinations must be requested by:

- **Online through the National Student Clearinghouse:** $5.00 per transcript ordered
- **In-person or by mail:** $10 per transcript ordered

Students can follow the instructions on the Minnesota West website at [http://www.mnwest.edu/index.php/registration/transcript-request/](http://www.mnwest.edu/index.php/registration/transcript-request/)

### STUDENT POLICIES AND PROCEDURES

Information on Minnesota West student policies and procedures can be found at [http://www.mnwest.edu/index.php/current-students](http://www.mnwest.edu/index.php/current-students). REACH Program students should review the Code of Conduct, Academic Integrity, Grading System, Satisfactory Academic Progress, and other policies to ensure a clear understanding of all policies and procedures.