

MECA Policies and Guidelines

1. Point of contact at Crosby High School for all MECA/Dual Credit students is Amy Leos in the Next Level Center.
Contact info: aleos@crosbyisd.org
281-328-9237 x1812
- 2.. Students must have the transportation form and attendance policy form signed and returned to Mrs. Leos by deadline in fall semester.
3. Due to FERPA regulations, San Jacinto will only release information, grades, attendance, test scores, etc. directly to the student. Students may sign a release form with SJC giving access to parents. Parents may also speak directly with Mrs. Leos.
4. MECA students are expected to be back on the high school campus no later than 10:30am. Students will miss part of their 4th period class at Crosby High School. It is the responsibility of the student to ensure all missed classwork is completed and due dates are adhered to. Chronic tardiness to high school may result in removal from the program. If a student has a special/emergency situation, they need to inform Mrs. Leos immediately. Upon arrival at CHS, students will check in through the front office each day.
5. San Jacinto College tuition, fees and textbooks are the financial responsibility of the student. Tuition is offered at a reduced rate for Crosby students.
6. Students attending SJC-North will have absences and grades reported to the high school periodically throughout the semester. Final letter grades will be reported to Crosby High School at the end of each semester. Letter grades will be converted to numeric grades by the high school registrar as follows: A=95, B=85, C=75, D=70, F=65. Three points will be added if a + is included with the letter grade. Two points will be deducted if a - is included with a letter grade. Excessive absences and repeated failures may result in removal from the program.
7. MECA college courses follow the San Jacinto College calendar rather than the high school schedule. High school courses will follow the CHS calendar and schedule. Dual credit students will not be excused from College Classes to participate in high school activities. It is the responsibility of the student to communicate directly with the instructor to see if any allowances will be made.
8. College faculty is supervised by San Jacinto College Administration rather than high school officials. Guidelines for college faculty may differ from guidelines for high school faculty.
9. Students are expected to have well-behaved classroom conduct, excellent attendance, and to complete assignments on time in all MECA classes.
- 10 Dual Credit students are normally not allowed to withdraw from Dual Credit classes. Written permission from the high school is required to withdraw.
11. MECA students must request a “final” high school transcript to be sent to San Jacinto College following graduation. This releases the “high school hold” that is posted for every H.S. student at SJC.
12. Academic freedom is practiced at San Jacinto College. This allows faculty and students to pursue inquiry they feel is important and to speak about it in the classroom. Students may encounter adult language and images, different philosophical viewpoints, and belief systems. Appropriate and essential discipline specific terminology, concepts, and principles are utilized as needed in the classroom setting. All students are held accountable to the policies, rules, and regulations published in the San Jacinto College Catalog and Student

Handbook.