COLLEGE AND CAREER

High School Equivalency (HSE) Supplemental Information

The information in this packet is designed to enhance and supplement the information provided in the EVIT Postsecondary Course Catalog. It is crucial to understand both sources fully. Specific policies that pertain to this program may vary from general policies.

High School Equivalency Program-Specific Information

Participation and Engagement

The HSE program requires active and consistent participation. Program enrollment does not constitute progress toward completion.

Students are expected to:

- Regularly participate in assigned coursework.
- Complete assigned assessments and learning activities.
- Complete a minimum of 25% of assigned coursework every three (3) months to remain on pace for program completion.
- Respond to communications from EVIT staff regarding academic progress and program requirements.
- Attend all required orientations, appointments, testing sessions, and other scheduled program activities.

Students who fail to actively participate or demonstrate satisfactory progress may be placed on an improvement plan or administratively withdrawn from the program.

Program Completion Timelines

To promote student success and ensure timely completion, students are expected to complete all HSE Diploma requirements within the following timelines:

> **Students Enrolled in an EVIT Career and Technical Education (CTE) Program**
> Students who are concurrently enrolled in an EVIT CTE program may remain enrolled in the HSE Diploma program for up to two (2) years from their initial course start date, provided they are actively participating in the HSE course.
>
> **Students Not Enrolled in an EVIT Career and Technical Education (CTE) Program**
> Students who are not concurrently enrolled in an EVIT CTE program are expected to complete all HSE Diploma requirements within one (1) year from their initial course start date, and are encouraged to complete the program as soon as possible.

Students who do not complete program requirements within the established timeframe may be administratively withdrawn from the program and required to reapply for admission if they wish to continue.

Inactivity and Administrative Withdrawal

Students are expected to demonstrate continuous progress toward completion.
A student may be administratively withdrawn from the program for:

- Failure to participate in coursework for ninety (90) consecutive calendar days.
- Failure to respond to repeated attempts at communication from EVIT staff.
- Failure to attend required appointments, assessments, or program meetings.

- Failure to maintain satisfactory academic progress, including completion of at least 25% of assigned coursework every three (3) months.
- Failure to complete program requirements within the established completion timeline.

EVIT reserves the right to administratively withdraw students who fail to comply with program requirements, fail to maintain satisfactory academic progress, or otherwise fail to meet the expectations outlined in this document.

Students who are administratively withdrawn may be required to meet with program staff to review participation and progress and develop a completion plan prior to resuming coursework.

Re-Enrollment
Students who are withdrawn due to inactivity may request re-enrollment.

Approval for re-enrollment is not guaranteed and may require:
- A meeting with program administration.
- Development of a completion plan designed to support successful program completion.
- Review of previous coursework and progress.

Previous coursework and progress may be reviewed before re-admission is approved.

Communication Expectations
Students are responsible for maintaining current contact information, including:
- Email address
- Telephone number
- Mailing address

Students must regularly monitor their email and phone messages for communications from EVIT.

Failure to receive communications due to outdated contact information does not exempt students from program requirements.

High School Equivalency (HSE) Program Supplemental Information
ACKNOWLEDGMENT AND AGREEMENT FORM

I acknowledge that I have received, read, and understand the EVIT High School Equivalency Diploma Program Supplemental Information. I understand that enrollment in the program requires active participation and progress toward completion. I agree to comply with all program requirements and understand that failure to do so may result in withdrawal from the program.

By signing this acknowledgment and agreement form, I hereby affirm that I have read this entire document, the EVIT Catalog, and the course syllabus for this class. I understand all the policies and procedures outlined and agree to abide by all items discussed.

Furthermore, I understand that this agreement shall remain in effect for the entire duration of my enrollment in the EVIT High School Equivalency Program.

_____	_____	_____
Student Signature	Student Print Name	Date
_____	_____	_____
Parent/Guardian Signature If student is under 18 years of age	Parent/Guardian Print Name	Date