

University of Kansas – Transition to Postsecondary Education (KU-TPE) Program Expectations

The University of Kansas -Transition to Postsecondary Education (KU-TPE) is a 2-year postsecondary education program for students with intellectual disability. The mission of KU-TPE is to provide students with intellectual disability ages 18-25 years old with inclusive academic, career development and student life experiences on the KU-Lawrence campus that is consistent with the experiences of traditional KU undergraduate students. A core value of KU-TPE is supported adulthood with independence and belonging as the driving force. Components of supported adulthood include:

- inclusion in the natural context;
- a blend of informal and formal supports within natural settings;
- services that meet the unique preferences of the individual and family; and
- a focus on the community at-large.

Students in KU-TPE are part-time non-degree seeking KU students working toward a 2 year undergraduate certificate. They have rights and access to all KU services (e.g. library, KU buses, recreation center, AAAC, etc.) as full-time degree-seeking KU undergraduates do; and are expected to assume similar roles and responsibilities as traditional KU undergraduate students. KU-TPE receives federal grant funding under the Transition and Postsecondary Programs for students with Intellectual Disabilities (TPSID) through the U.S Department of Education, Office of Postsecondary Education, and as a result, must meet specific requirements and report detailed information about the program and its students.

This document outlines expectations of families, students, and the KU-TPE program in order to ensure all three parties understand expectations for participation in the program.

Overall Program

- KU-TPE students are responsible for putting forth their best effort in the program. Students will communicate with their families and KU-TPE staff in a timely manner if materials or supports are needed to fully participate in academic, employment, and student life components of KU-TPE.
- KU-TPE program coordinates annual person-centered planning meetings for each student to individual Programs of Study, career pathways, and supports.
- Parents provide requested information and documentation in a timely manner; attend person-centered planning meetings and other necessary program meetings; ensure their student has appropriate materials and equipment for college-level academic work; and, support their student to be as independent as possible at KU.
- The KU-TPE program does not provide ongoing or continuous 1:1 support in academic, employment or residential settings. If a student needs personal care assistance, assistance administering medication, or intensive and ongoing job coaching support, KU-TPE staff will help families identify appropriate professionals or agency providers upon request. Costs for these external services would be covered by the student/family and coordinated with KU-TPE and the KU Academic Achievement and Access Center (AAAC) per KU policies.
- KU-TPE students, in accordance with KU's agreement with the U.S. Office of Federal Financial Aid, are expected to be engaged in activities directly related to KU-TPE for at least 25 hours/week. These activities include: attending class; studying or working on class

projects/assignments; attending workshops, tutoring or other learning experiences; participating in student clubs, organizations or activities; and, working in career internships.

- The KU-TPE program adheres with the Family Educational Rights and Privacy Act (FERPA). Students are responsible for sharing academic progress and other KU information with parents unless they have signed a Student Records Information Release or a parent has legal guardianship.
- The KU-TPE program will work with KU to ensure KU-TPE students have the opportunity to participate in graduation ceremonies alongside other KU graduates.
- Academic adaptations are not provided to students who are not part of KU-TPE. The level of support a student receives while s/he is in the KU-TPE program will not continue beyond completion of KU-TPE. If a student chooses to take courses at KU, s/he will need to apply and meet the KU admissions requirements for degree-seeking undergraduates, and receive accommodations from KU- Academic Achievement and Access (AAAC) services.
- KU-TPE students are subject to and require to comply with all KU policies, found at www.policy.ku.edu.

Communication:

- The KU-TPE program will provide consistent and timely communication via email or phone with students and families regarding specific components of the program throughout the year. In addition, the program will provide training and support to KU-TPE students to use KU email, GroupMe and other methods of communication used in the program.
- Parents will respond to KU-TPE requests in a timely manner based upon the requested information.
- The KU-TPE Program Coordinator is the primary contact for KU-TPE, and can be reached by office phone or email during normal business days/hours (M-F; 8am-5pm). Emails and phone calls will be returned within 24-48 hours, if not before. In the case of an emergency, contact KU Public Safety Office www.publicsafety.ku.edu. For emergency, call 911. For non-emergency, call 785-864-5900.
- Students are expected to communicate directly with KU-TPE staff, peer mentors, their instructors, and work supervisors regarding their needs, requests, or changes in plans. It is expected that students contact the appropriate person at least 24 hours prior to missing an activity or work shift (paid or unpaid). This includes checking KU email regularly and responding to email and text messages (e.g. GroupMe) in a timely manner. If needed, students should request support from KU-TPE staff for communicating effectively using phones, in-person, via text or in emails.

Career Development & Employment:

- KU-TPE prepares students for competitive, integrated, paid employment by providing coursework, workshops, paid and unpaid employment internships and other employment experiences, and collaboration with community employment agencies.
- Students will develop an individualized career pathway and work with KU-TPE staff to obtain career and employment experiences aligned with career pathway goals. Students are expected to complete employment experiences (both paid and unpaid) as part of their KU-TPE program with the end goal of finding integrated, paid employment in their career pathway.

- Students are expected to follow work attendance policies set by the work site for both paid and unpaid positions.
- Upon a student's last semester in KU-TPE, staff will work with families, students and service agencies to identify appropriate employment services in a student's home community upon the student's exit from KU-TPE.
- Paid, integrated employment for students exiting KU-TPE is the end goal, but not the sole responsibility of KU-TPE.

Academics & Coursework:

- KU-TPE provides students and instructors with individualized, appropriate coursework adaptations through use of existing KU services and specialized KU-TPE program supports.
- KU-TPE does not provide ongoing in-class 1:1 support, but may provide initial intensive support with a specific plan to fade this support.
- Students are expected to enroll in a minimum of 6 credit hours/semester and meet the attendance and coursework requirements of each course and communicate with their instructors regarding their attendance. Students are responsible completing all of their coursework and assignments and for taking advantage of the study and tutoring opportunities outside of class that are provided by KU and KU-TPE. Students may receive assistance to complete coursework and projects outside of class time through these opportunities, but they are not required to attend. Students are responsible for completing their coursework and assignments.
- KU-TPE provides information to students and families regarding terms of KU's Satisfactory Academic Progress (SAP) requirements. The continuation of participation in the KU-TPE program will be determined each semester based on the student's satisfactory academic progress. KU-TPE staff meet with students multiple times each semester to discuss their academic progress and provide recommendations and supports to help students meet their academic goals.
- Parents are responsible for discussing SAP requirements and supporting their student to take the steps needed to meet them.

Residential & Student Life

- KU-TPE collaborates with the KU Housing Department to provide an orientation on KU Student Housing Guidelines for students living on campus. In addition, KU-TPE staff work with KU Housing Department to ensure residential staff are trained on the KU-TPE program and provided with additional support as needed. In accordance with KU Student Housing policy, students must be able to independently manage their own daily living activities in order to reside in KU Student Housing. Students who need assistance with a medical condition or who have a disability should establish a file with KU Academic Achievement and Access Center.
- KU-TPE staff will provide orientation to students on the KU Code of Student Rights and Responsibilities and, if appropriate, the KU Student Housing Guidelines.
- Parents and guardians are responsible for understanding the KU Code of Student Rights and Responsibilities and, as needed, the KU Student Housing Guidelines and complying with them.
- Students are responsible for complying with the KU Code of Student Rights and Responsibilities and the KU Student Housing Guidelines (if they live in KU Housing) in order to maintain enrollment with KU-TPE.

Adult Roles and Responsibilities:

- In collaboration with other KU entities as well as community service providers, KU-TPE staff will provide opportunities for learning and engaging in a variety of adult roles and responsibilities. KU-TPE staff will work with each student to identify supports necessary for success.
- KU-TPE staff recommends that students engage in adult roles and responsibilities at home. This might include arranging transportation, contacting friends or planning social activities, doing laundry, preparing snacks/meals, making purchases, preparing for the next day (pack backpack, pick appropriate clothes, make lunch, etc.) and setting appointments.
- Students must demonstrate a level of unsupervised independence of 2-4 hours, and longer if they live in KU Housing.
- Students are expected to record planned academic, social and other activities in their calendars, with support as needed.

Your signature below indicates you understand the expectations and the information outlined in the KU-TPE Program Expectations.

Student Signature: _____ Date: _____

Student Name: _____

Parent Signature: _____ Date: _____

Parent Name: _____

KU-TPE Program Coordinator Signature: _____ Date: _____

Megan Heidrich, LMSW