

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, with inclusive academic, career development and student life experiences on the KU-Lawrence campus that are consistent with the experiences of traditional KU undergraduate students. A core value of KU TPE is supported adulthood with independence and social participation. 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 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 individualize their programs of study, career development experiences, and supports.
- Parents provide requested information and documentation in a timely manner; attend person-centered planning and other program meetings; ensure their student has appropriate materials and equipment; 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 or tutoring, KU TPE staff will help families identify appropriate professionals or agency providers upon request. Costs for these external services are covered by the student/family. Services will be coordinated with KU TPE and the KU Academic Achievement and Access Center (AAAC) per KU policies.

- In accordance with KU's agreement with the U.S. Office of Federal Financial Aid, KU TPE students 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.
- Students successfully completing the KU TPE program will have the opportunity to participate in KU graduation ceremonies with their KU classmates.
- KU TPE provides academic adaptations only to students who are part of the KU TPE program. The level of support a student receives while the student 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 seek accommodations from KU- Academic Achievement and Access Center (AAAC).
- KU TPE students are subject to and required to comply with all KU policies, found at www.policy.ku.edu which include the KU Code of Student Rights and Responsibilities (Student Code), Satisfactory Academic Progress, and KU Student Housing policies (if applicable). KU TPE staff provide orientation to students on these policies. It is strongly recommended that parents/guardians carefully review and understand these policies as well and help their student understand and comply with them.
- KU TPE is funded through September 2020 by a federal grant (Award Number P407A150017-17) from the U.S. Department of Education, Office of Postsecondary Education. Continuation of the KU TPE program is contingent on grant and other additional funding.

Communication

- The KU TPE program provides consistent and timely communication with students and families throughout the year. KU TPE program staff provide training and support to KU TPE students to use KU email, GroupMe and other methods of communication used at KU.
- Parents will respond to KU TPE requests in a timely manner with requested information.
- KU TPE staff can be reached by office phone or email during normal business days/hours (M-F; 8am-5pm). 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/tutors, their instructors, and work supervisors regarding their support needs, requests, or changes in schedules. This includes checking KU email regularly and responding to email and text messages (e.g. GroupMe) in a timely manner. It is expected that students contact the appropriate person at least 24 hours prior to missing an activity or work shift (paid or unpaid). If needed, students should request support from KU TPE staff for communicating effectively using phones, in-person, via text or in emails.
- KU TPE recommends that students disclose their support needs to instructors and peers, as needed, especially when working in a group/group project.

Career Development & Employment

- KU TPE prepares students for competitive, integrated, paid employment by providing coursework, workshops, paid and unpaid employment internships and experiences, in addition to and collaborating with community employment agencies
- Students develop individualized career goals and work with KU TPE staff to obtain career and employment experiences aligned with their career 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 preferred career area.
- Students are expected to follow work attendance policies set by the work site for both paid and unpaid positions. They are expected to communicate directly with their supervisors regarding work-related issues. KU TPE staff do not do this on behalf of students unless there are unusual circumstances.
- During students' second year at KU, KU TPE staff will work with families, students and service agencies to identify appropriate employment services in a student's home community upon graduation. This may include the student applying for vocational rehabilitation services.
- Paid, integrated employment for students exiting KU TPE is the end goal, but KU TPE does not and cannot guarantee such employment.

Academics & Coursework

- KU TPE provides students with individualized, appropriate coursework adaptations, as needed, through use of existing KU services and specialized KU TPE program supports. Program staff meet with all students' instructors to discuss the program as well as student support needs.
- KU TPE does not provide ongoing 1:1 support in or outside of class, 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, meet the attendance and other requirements of each course, and communicate with their instructors regarding absences. Students are responsible for completing all of their course assignments and for taking advantage of the study and tutoring opportunities outside of class that are provided by KU and KU TPE. KU TPE staff does not require students to attend in any tutoring sessions.
- KU TPE staff meet with students weekly during each semester to discuss academic progress and provide recommendations and supports to help students meet their academic goals.
- Parents are responsible for discussing SAP and other minimum grade requirements, and supporting their student to take the steps needed to meet them.

Residential & Student Life

- Students are responsible for and are expected to engage in formal and informal social activities as part of the KU TPE program. KU TPE staff meet with students weekly to support them to identify, attend, and fully participate in these activities.
- KU TPE collaborates with the KU Housing Department to provide orientation to KU Student Housing policies for students living on campus. In addition, KU TPE staff work with KU Housing Department to train residential staff on the KU TPE program, and are provided with additional training and support as needed.
- In accordance with KU Student Housing policy and in order to reside in KU Student Housing, students must be able to independently manage their own daily living activities within the policies of KU Student Housing. Students who need assistance with a medical condition or who have a disability and need accommodations for housing should contact the KU Academic Achievement and Access Center.
- KU TPE works with KU Housing to provide an inclusive residential life experience. Therefore, students in KU TPE are assigned rooms throughout a dormitory. No more than two students in KU TPE will room together.

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.
- KU TPE requires that students demonstrate a level of unsupervised independence of 2-4 hours, and longer than 4 hours if they live in KU Housing.
- Students are expected to record planned academic, social and other activities in their calendars, with support as needed.

Program Dismissal

- Continuation in the KU TPE program is determined based on the student's participation, progress, eligibility criteria, and meeting the expectations outlined above including complying the Student Code. If there are multiple or serious infractions of the program expectations, KU TPE reserves the right to dismiss a student from KU TPE at any time. Students and families must comply with this decision, which includes promptly moving the student out of Student Housing.

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:** _____

KU TPE Program Coordinator Name: _____