

## University of Kansas Transition to Postsecondary Education (TPE)

### Program Expectations

The University of Kansas Transition to Postsecondary Education (TPE) is a 2-year postsecondary education program for students with intellectual disability. The mission of 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. The purpose of TPE is to prepare students for competitive integrated careers and/or continued education. A core value of 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;
- supports that meet the unique needs of the student; and,
- a focus on the community at-large.

Students in TPE are part-time non-degree seeking KU students working toward a 2-year, 24 credit-hour undergraduate certificate. They have access to all KU services (e.g. library, KU buses, recreation center, AAAC, etc.) that full-time degree-seeking KU undergraduates do, and they are expected to assume similar roles and responsibilities as full-time degree-seeking KU undergraduate students. TPE was created with 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 is sustained, in part, with the KU TPE Program Fee paid by students each semester, as well as private donations and grants.

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

### Overall Program

- TPE students are responsible for putting forth their best effort in the program. Students will communicate with their families and TPE staff in a timely manner if materials or supports are needed to fully participate in academic, employment, and student life components of TPE.

- 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 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, 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 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, students in TPE must be enrolled in at least 6 credit hours per semester and engaged in activities directly related to TPE for at least 25 hours/week. Activities include: attending class; studying /working on class assignments; attending workshops, tutoring or other learning experiences; participating in student clubs, organizations or activities; and, career development activities and internships.
- The 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 form or a parent has legal guardianship.
- Students successfully completing the TPE program will have the opportunity to participate in KU graduation ceremonies with their KU classmates.
- TPE provides academic adaptations only to students who are part of the TPE program. The level of support a student receives while the student is in the TPE program will not continue beyond completion of 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 Student Access Center.
- Students in TPE are required to meet with each TPE staff member weekly in order to receive services, supports, and progress through their education program.
- TPE students are subject to and required to comply with all KU policies, found at [www.policy.ku.edu](http://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). 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.

- If a campus unit recommends or requires a student in TPE to attend a meeting regarding breach **or potential breach** of a KU policy, a TPE staff member must be notified by the student or parent, and **the staff member** will attend the meeting with the student.
- Students in TPE pay an additional program fee (KU TPE Program Fee) of \$6000.00 each semester. This fee is included in each student's bill in KU Enroll & Pay.
- Continuation of the TPE program is contingent on grant and other funding.

## Communication

- The TPE program provides consistent and timely communication with students and families throughout the year. TPE program staff provide training and support to TPE students to use KU email, GroupMe and other methods of communication used at KU.
- Parents will respond to TPE requests in a timely manner with requested information. The TPE Program Coordinator is the contact person for concerns, issues, or general communication with the program. Parents should not contact other KU students involved with TPE regarding anything related to TPE.
- 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](http://www.publicsafety.ku.edu). For emergency, call 911. For non-emergency, call 785-864-5900.
- Students are expected to communicate directly with TPE staff, peers, their instructors, and work supervisors regarding their support needs, requests, or changes in schedules. This includes checking KU email regularly and responding to email, phone calls and GroupMe messages in a timely manner. It is expected that students contact the appropriate person(s) at least 24 hours prior to missing an activity or work shift (paid or unpaid). If needed, students should request support from TPE staff to communicate.
- TPE recommends and can support students to disclose their support needs to instructors and peers, as needed, especially when working in a group/group project.
- Career Development & Employment
- 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 TPE staff to obtain career and employment experiences aligned with their career goals. Students must

- complete job search and employment experiences (paid and unpaid) as part of their 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 and inform TPE staff. TPE staff do not do this on behalf of students unless there are unusual circumstances.
  - TPE staff will work with families, students and service agencies to identify appropriate employment services in a student's home community upon graduation. This will include the student applying for Vocational Rehabilitation Services.
  - Paid, integrated employment for students exiting TPE is the end goal, but TPE does not and cannot guarantee such employment.

### Academics & Coursework

- TPE provides students with individualized, appropriate coursework adaptations, as needed, through use of existing KU services and specialized TPE program supports. Program staff meet with all students' instructors to discuss the program as well as student support needs.
- 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 complete their own academic work and meet the standards of academic integrity that are expected of all KU students (KU Rules and Regulations, Article 2, Section 6). Family members, friends, tutors, or other peers should never do a student's academic work, but can provide appropriate accommodations, adaptations, and support in conjunction with TPE. Completion of work by someone other than a student and/or submission of another's work is considered academic misconduct by the University and has serious consequences including a grade reduction, exclusion from activities, transcript citation for academic misconduct, suspension, etc.).
- Students are expected to be continuously enrolled at KU for at least 6 credit hours each semester, to continue receiving services from TPE. TPE does not support students during summer session.
- It is expected that students are enrolled in 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 their course assignments and for taking advantage of the study opportunities that are provided

by KU and TPE. TPE staff do not require students to attend Academic Coaching sessions, although regular attendance is highly recommended.

- 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 TPE program. TPE staff meet with students weekly to support them to identify, attend, and fully participate in these activities.
- TPE collaborates with the KU Housing Department to provide orientation to KU Student Housing policies for students living on campus. In addition, TPE staff work with KU Housing Department to train residential staff on the 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.
- TPE works with KU Housing to provide an inclusive residential life experience. Therefore, students in TPE are assigned rooms throughout a dormitory. No more than two students in TPE will room together.

## Adult Roles and Responsibilities

- 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 a backpack, pick appropriate clothes, make lunch, setting alarms, etc.) and setting appointments. In collaboration with other KU entities as well as community service providers, TPE students will experience opportunities to learn and engage in a variety of adult roles and responsibilities. TPE staff will work with each student to identify supports necessary for participation.
- 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 TPE program is determined based on the student's participation, progress, eligibility criteria, and meeting the expectations outlined above including complying with the Student Code. If there are multiple or serious infractions of the program expectations, TPE reserves the right to dismiss a student from 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 TPE Program Expectations.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TPE Program Coordinator Name: \_\_\_\_\_

TPE Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_