

SCHOOL DISTRICT OF WAUPACA

SERIES 300 INSTRUCTION

CODE: 343.46 R1

EARLY COLLEGE CREDIT PROGRAM

The School District of Waupaca supports providing quality educational opportunities to ensure District students graduate college, career, and community ready. Consistent with state law, high school students who meet the eligibility requirements defined in applicable statutes, regulations, and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at an institute of higher education (IHE) through the Early College Credit Program. In addition to other applicable eligibility requirements, a student who wishes to enroll in one or more nonsectarian courses through an IHE under this policy must:

1. Submit a timely and complete application directly to the applicable IHE in the semester prior to the semester or session in which the course is scheduled to begin. The student must adhere to all application deadlines and other related requirements established by the IHE;
2. Notify their Waupaca High School Counselor of his/her intent to attend an IHE by March 1 if the student intends to enroll at an IHE in the fall semester, and by October 1 if the student intends to enroll in the spring semester;
 - a. The student must use the IHE approved form when providing this written notice. A separate notification form must be completed and processed for each semester that a student applies to participate in the Early College Credit Program.
 - b. In addition to any other information required on the form, the initial notice must identify the name of the IHE the student plans to attend, the titles of the course(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both.
3. Be a fulltime student of the School District of Waupaca (Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the Early College Credit Program through the District, even if they are taking or have taken individual courses in the District high school.)

Program Administration

The School District of Waupaca's Director of Teaching and Learning, or designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (2) except for refusal of permission to take a course that is based on an undue financial burden, determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria for participation in the program;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course; and
4. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

Upon receiving a student's written notification of intent to participate in the Early College Credit Program, the Director of Teaching and Learning or his/her designee shall process the student's request, including determining the following:

1. Whether the student meets the minimum eligibility criteria for participation in the Early College Credit Program;
2. Whether the students will be eligible to receive high school credit for the successful completion of the proposed course and, if so, how much high school credit;
3. Whether the proposed course is comparable to a course already offered in the District; and
4. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

The District shall notify the student's parents or guardian, or the student if age 18 or older, of the District's determinations regarding approval/credit status of postsecondary coursework and the right to appeal a negative determination made by the District to the State Superintendent of Public Instruction.

1. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for fall courses, and by November 15 for initial notices that were received by October 1 for spring courses.
2. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular time-frame identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the technical college semester in which the student will be enrolled for the course(s)

If an applicant for the program disagrees with a District decision regarding course comparability or the satisfaction of high school graduation requirements, state law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

As soon as such information is available, the student shall further notify their Waupaca High School Counselor if the student has been:

1. Admitted to the IHE to which the student applied;
2. Successfully enrolled in and registered to attend individual courses, and
3. If any of the course information provided on the initial notification has changed.

Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program and process individual course requests.

Responsibility for Costs; Limitations on District Payments

To the extent required by state law, the District shall pay for certain costs associated with students' enrollment in an IHE under this policy if the course is taken for high school credit and the course is not comparable to a course offered in the District. Limitations on the District's responsibility for payment include the following:

1. The District shall pay only such tuition, fees, and course materials costs as are required by law. If the District is required to pay the IHE for the cost of a book or similar resource that is not a one-time use item, the student shall be required to return the resource(s) to the District upon completion of the course.
2. The District shall pay for no more than the equivalent of a combined total of 18 postsecondary semester credits per student for any courses that are taken through the Start College Now Program or the Early College Credit Program. Any courses that the District paid for under the former Youth Options Program count toward this credit limit. (If a student wants to take more than 18 postsecondary semester credits, the student must meet with the Director of Teaching and Learning or their designee prior to the student signing up for more than 18 credits.)
3. A student who is participating in the Early College Credit Program in any semester may not simultaneously participate in the Start College Now Program.
4. A student participating in the Early College Credit Program may attend only one IHE in a semester.
5. The District shall require a student who receives a failing grade in or who fails to complete an IHE course to reimburse the District for all amounts paid for the course on the student's behalf. For a student who is a minor, the student's parent or guardian is responsible for such reimbursement. If reimbursement is not made upon request, the student is ineligible for any further participation in the Early College Credit Program and the Start College Now Program.
6. Unless otherwise required by law, the District is not responsible for providing transportation to technical college courses taken under this policy or paying for transportation-related costs.
7. If a student takes a course at an IHE for postsecondary credit only, and the course is not comparable to a course offered in the District, the student or the student's parent or guardian shall pay to the District 25% of the tuition amount that the District is required to pay to the IHE, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction. If applicable to a course and not waived pursuant to state law, the following provisions further govern the timing and method for making such 25% payments to the District:
 - I. The student or his/her parent or guardian may make payment for such courses via a personal check or a bank (cashier's) check, made payable to the School District of Waupaca. Payments should be brought to the High School Main Office and given to the Bookkeeper during normal school hours. If a check is returned as non-payable due to

insufficient funds, a stop-payment order, or any other reason, any related fee(s) charged to the District by a financial institution will be added to the amount due.

- A. Unless the District's Business Office has agreed in writing to a different plan of scheduled payments, payment is due in full within 30 days of the date on which the District provides the student (or student's parent or guardian) with an invoice of the specific amount due. If a family wishes to arrange a payment plan, the family shall submit a request to the District's Business Office before the start date of the course(s). The District's Business Office may agree to a payment plan provided that (1) the student has no other outstanding obligations to the District that are in arrears, and (2) payments under the plan are spread out over no more than four (4) installments, with an initial payment due at the time the payment plan is arranged and with the final payment to be made no later than the earlier of 30 days after the course is complete or at least 10 days prior to the student's high school graduation. Initial installments under such a payment plan may be based on an estimated amount owed if a definite figure cannot be provided by the IHE at that time.
 - B. If the District receives any payment from the student or the student's parent or guardian as a share of tuition, and it is later determined that the District is not responsible for paying tuition for the course, or if the amount received as payment exceeds the amount of the student's actual payment obligation, the District will refund the appropriate amount to the student or his/her parent or guardian.
- II. Any past-due payments for a share of course tuition that are owed by a student may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges.

Determinations of Course Comparability, Eligibility for High School Credit, and Satisfaction of High School Graduation Requirements

The determination of whether a course satisfies a high school graduation requirement shall be made with reference to the District's policy that sets forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.

For purposes of determining whether a course that a student wishes to take through the Early College Credit Program is comparable to a course offered by the District, and pending the development of any new state regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at an IHE under this policy, the satisfaction of high school graduation requirements, and/or the determination of whether a course offered by an IHE is comparable to a course offered in the District, or the adoption of other specific local standards for making such determinations within the Early College Credit Program, the District shall apply the mandatory and discretionary standards found in [PI 40.07](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

The District may deny high school credit for an IHE course if any of the following apply:

1. The District offers a comparable course.

2. The course repeats the course content for which a student has already received a passing grade and high school credit.
3. The course repeats the content of a postsecondary course that the student has already taken and failed.

If credit is not denied for any of the reasons identified above, the District will grant high school credit for an IHE course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:

1. The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by District.
2. The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
3. The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the District for credit toward graduation.
4. The postsecondary course supports rather than prevents a student from completing high school graduation requirements.

In addition, in order for a student to receive high school credit for a course taken at an IHE under this policy, the student must complete the course and receive a passing grade, as determined by the IHE.

To the extent required by state regulations, or to the extent the District does not adopt a different rule for any course-credit conversions that are not addressed by state regulations, a student shall be granted 1/4 high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the Early College Credit Program.

If an applicant for the program disagrees with a District decision regarding course comparability, satisfaction of high school graduation requirements, or the number of high school credits to be awarded, the determination letter will inform the party of their right to appeal a negative determination made by the District to the State Superintendent of Public Education. In order to work collaboratively with the student and their parent/guardian to seek a timely and amicable resolution, the District requests an appeal first to the Director of Teaching and Learning and subsequently to the Superintendent prior to submitting an appeal to the State Superintendent of Public Instruction.

ADOPTED: 091118

REVISED:

REVIEWED:

LEGAL REFERENCE:

Wisconsin Statutes

[Section 38.12\(14\)](#)

[attendance at technical college under the technical college course program, also known as "Start College Now" Program]

[Section 115.385\(4\)](#)

[required parent notification of educational options, including Early College Credit Program]

[Section 118.15\(1\)\(d\)](#)

[discretionary program and curriculum modifications]

[Section 118.33](#)

[high school graduation requirements]

[Section 118.55](#)

[the Early College Credit Program]

[Section 118.57](#)

[required public notification of educational options, including Early College Credit Program]

[Section 120.12\(17\)](#)

[non-Early College Credit Program courses taken for high school credit at a UW System Institution]

Wisconsin Administrative Code

[Chapter PI 40](#)

[regulations governing attendance at postsecondary institutions under the Youth Options Program, which were based on statutory provisions that predated the effective date of the Early College Credit Program]

CONTRACT REFERENCE:

CROSS REFERENCE:

343.46, Early College Credit Program

110, Educational Philosophy

330, Curriculum Development and Improvement