

**343.45 RULE TECHNICAL COLLEGE COURSE PROGRAM
("START COLLEGE NOW") PROCEDURES**

ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT TECHNICAL COLLEGES

- A. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through a technical college under the Start College Now (SCN) Program must:
 - a. Submit all required notices, parent permissions (if student is under 18) and college applications on a timely basis;
 - b. Have successfully completed 10th grade in accordance with District policy by the end of the high school term in which the student gives notice of his/her intent to take a technical college course;
 - c. Not be a child at risk of not graduating from high school, as defined by state law; and
 - d. Be in good academic standing within the District. Exceptions to this expectation may be granted at the discretion of the Administration.
- B. A technical college district board may deny a high school student admission to the technical college or registration in a specific course for any of the reasons provided in state law, including the technical college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Start College Now Program.
- C. A student who is participating in the Start College Now Program may attend only one technical college in any postsecondary semester.
- D. A student who is participating in the Start College Now Program in any postsecondary semester may not simultaneously participate in the Early College Credit Program.
- E. The District may refuse to allow a student with a disability to attend a technical college through the Start College Now Program if the costs related to any special services required for the student would impose an undue financial burden on the District.
- F. 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 Start College Now Program through the District, even if they are taking or have taken individual courses in a District high school.

COURSE APPLICATION PROCESS

- A. Any District student interested in attending individual courses at a technical college under the Start College Now Program must complete all of the following to start the application process:
 - a. Students must notify their high school counselor of the student's intention to participate in the Start College Now Program by completing the appropriate form.
 - i. This notification shall subsequently be submitted to the Director of Curriculum & Instruction for final approval.
 - ii. A separate notification form must be completed and processed for each postsecondary semester that a student applies to participate in the Start College Now Program.
 - iii. This notification must be made by March 1 for fall postsecondary semester courses and by October 1 for spring postsecondary semester courses.
 - b. Students must apply to a technical college during the school term prior to enrollment in the technical college.

- c. If the student who intends to take a technical college course is a minor, student's parent or guardian must provide signed permission for the student to participate in the Start College Now Program.
- B. As soon as such information is available, the student shall further notify their high school counselor if the student has been:
 - a. Admitted to the technical college to which the student applied;
 - b. Successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.
- C. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the Start College Now Program and process individual course requests.
- D. Upon receiving a student's written notification of intent to participate in the Start College Now Program, the high school counselor shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the Start College Now Program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether the proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.
- E. The District shall notify the student's parent or guardian, or the student if age 18 or older, of the District's determination 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.
 - a. Provided that none of the course information submitted 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.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe 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).

SATISFACTION OF GRADUATION REQUIREMENTS AND AWARDING HIGH SCHOOL CREDIT FOR TECHNICAL COLLEGE COURSES

- A. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set 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.
- B. Pending the development of any new state regulations applicable to the Start College Now Program that address the granting of high school credit for a course taken at a technical college under this policy, or the adoption of other specific local standards for such credit determinations, the District shall apply the mandatory and discretionary standards for granting credit that are found in PI 40.07(1) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.
 - a. The District may deny high school credit for a technical college course if any of the following apply:

- i. The District offers a comparable course. Although a student may still elect to take a technical college course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.
 - ii. The course repeats the course content for which a student has already received a passing grade and high school credit.
 - iii. The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for a technical college course if the course meets any of the District's high school graduation requirements, as identified in District policies, and if any of the following conditions apply:
 - i. The course is complementary to, consistent with or expands on a course of study or sequence of courses offered by the District.
 - ii. The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - iii. 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.
 - iv. The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
- C. In order for a student to receive high school credit for a course taken at a technical college under the Start College Now Program, the student must complete the course and receive a passing grade, as determined by the technical college. It is the responsibility of the parent or guardian of a student, or the student if age 18 or older, to notify the District if they do not enroll and attend a Start College Now course for which they were approved to participate in. Additionally, it is the responsibility of the student to provide an official transcript of the grade received for the course, or to confirm with the high school registrar that the school has received grading information directly from the technical college.
- D. If students withdraw from the postsecondary course within one week of the start of the course, they will be rescheduled for the appropriate high school courses, and no record of the postsecondary course will appear on the high school transcript. From the second week through the sixth week of the course, students may withdraw with no record of the postsecondary course on a high school transcript, but may not be able to reschedule a high school class to take its place. If students withdraw from the postsecondary course after the sixth week, the course will appear on the high school transcript and will show a grade of Withdraw/Failing.
- E. 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 $\frac{1}{4}$ high school credit per 1 postsecondary semester of conversion-eligible postsecondary credit for a course taken under the Start College Now Program.

APPEALS OF DISTRICT DECISIONS

If a parent or guardian of a student, or the student if age 18 or older, who has submitted an application under the Start College Now Program disagrees with the decision of the high school counselor regarding comparability of courses, 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 Instruction. In order to work collaboratively with the parent/guardian to seek a timely and amicable resolution, the District requests an appeal first to the Superintendent of Schools prior to submitting an appeal to the State Superintendent of Public Instruction.

LEGAL REF: Sections 38.12(14) Wisconsin Statutes
 115.385(4)
 118.15(1)(b)
 118.15(1)(d)
 118.153(1)(a)
 118.33
 118.55
 118.57
 120.12(17)
 PI 40, Wisconsin Administrative Code

CROSS REF.: 343.46 – Early College Credit Program
 343.46 Rule – Early College Credit Program Procedures
 345.5 – Graduation Requirements

APPROVED: November 12, 2018