

343.46 RULE EARLY COLLEGE CREDIT PROGRAM PROCEDURES

ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT INSTITUTIONS OF HIGHER EDUCATION (IHE)

- A. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through an IHE under the Early College Credit Program (ECCP) must:
 - a. Submit all required notices, parent permissions (if student is under 18) and college applications on a timely basis; and
 - b. Be enrolled as a high school student.
- B. An IHE may deny a high school student admission to the IHE or registration in a specific course at the IHE for any of the reasons provided by law.
- C. A student participating in the Early College Credit Program may attend only one IHE in any postsecondary semester.
- D. A student who is participating in the Early College Credit Program in any postsecondary semester may not simultaneously participate in the Start College Now Program.

COURSE APPLICATION PROCESS

- A. Any District student interested in attending individual courses at an IHE under the Early College Credit Program must complete all of the following to start the application process:
 - a. A student must notify their high school counselor of the student's intention to participate in the Early College Credit Program by completing the appropriate form.
 - i. This notification shall subsequently be submitted to the Director of Curriculum & Instruction for final approval.
 - ii. In addition to any other required information, the initial notice must indicate whether the student intends to take the course(s) for high school credit, postsecondary credit or both.
 - iii. A separate notification form must be completed and processed for each postsecondary semester that a student applies to participate in the Early College Credit Program.
 - iv. This notification must be made by February 1 for summer semester/session postsecondary courses; by March 1 for fall postsecondary semester courses; and by October 1 for spring postsecondary semester courses.
 - b. Students must apply to an IHE during the school term prior to enrollment in the IHE.
 - c. If the student who intends to take an IHE course is under the age of 18, student's parent or guardian must provide signed permission for the student to participate in the ECCP.
- 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 IHE 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 ECCP and process individual course requests.
- D. Upon receiving a student's written notification of intent to participate in the ECCP, 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 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 a 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 within 30 days of the decision.
 - 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 April 15 for initial notices that were received by February 1 for summer courses; 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 IHE semester in which the student will be enrolled for the course(s).

SATISFACTION OF GRADUATION REQUIREMENTS AND AWARDING HIGH SCHOOL CREDIT FOR IHE 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. The District shall evaluate a postsecondary course for high school credit using the same method and criteria used to approve a course the District offers for high school credit in accordance with the following:
 - a. The District may deny high school credit for an IHE course if any of the following apply:
 - i. The District offers a comparable course. Although a student may still elect to take an IHE 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. A postsecondary course is considered to be comparable to a course offered by a high school if all of the following apply to the high school course:
 - 1. The high school course is offered or will be offered between the date the pupil submits a notice of intent to take the proposed postsecondary under the ECCP and the date the pupil is expected to graduate from high school; and
 - 2. The content of the high school course is at least 80 percent equivalent to the content of the postsecondary course, as determined by comparing, if available, the curriculum guide, course expectations, course goals, and the scope and sequence of the high school course to the course syllabus, if available, and course description for the postsecondary course.
 - ii. At least 80 percent of the postsecondary course covers content for which a student has already received high school credit.
 - iii. The postsecondary course covers content previously offered to the student in a different postsecondary course offered under the ECCP, and the student received a failing grade in that course.
 - b. 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 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 an IHE under the Early College Credit Program, the student must complete the course and receive a passing grade, as determined by the IHE. 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 an ECCP 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 IHE.
- D. 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 ECCP.

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 Early College Credit 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 within 30 days of the decision. 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.: 343.45 – Start College Now Program
343.45 Rule – Start College Now Program Procedures
343.46 – Early College Credit Program
345.5 – Graduation Requirements

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