

PROCEDURES FOR HANDLING COURSE APPLICATIONS THROUGH THE TECHNICAL
COLLEGE COURSE PROGRAM (START COLLEGE NOW)

A. Student Eligibility to Attend Individual Courses at Technical Colleges

1. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through a technical college under the technical college course program must:
 - a. Submit all required notices, parent permissions (if under 18), and college applications on a timely basis;
 - b. Have completed 10th grade;
 - 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.

Solely for purposes of determining a student's eligibility to enroll in a course at a technical college under this rule, "good academic standing" in the District means that the student:

- a. Has a cumulative high school grade point average of at least 2.0 at the time of the determination;
 - b. Cannot have any major disciplinary offenses; and
 - c. Cannot be habitually truant/tardy/absent.
2. A student who is interested in attending individual courses under the technical college course program must also submit an application directly to the applicable technical college, pursuant to any procedures and deadlines established by the technical college. A technical college district board may deny a high school student admission to the technical college, or registration in a specific course, for any reason that is consistent with state law, including the technical college's determination following any appropriate verification with the District including:
 - a. Failure to meet applicable admission requirements including prerequisites;
 - b. No available space in the class;
 - c. Unacceptable record of disciplinary problems;
 - d. Any reason consistent with state law.
 3. A student participating in the technical college course program may attend only one technical college in any semester.
 4. A student who is participating in the technical college course program in any semester may not simultaneously participate in the Early College Credit Program.
 5. The district may refuse to allow a student with a disability to attend a technical college through the technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the district.
 6. 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 technical college course program

through the district, even if they are taking or have taken individual courses in a district high school.

7. Students attending classes at a technical college under this program shall be responsible for their own transportation, except as otherwise required by law.

B. Course Application Process

1. Students interested in attending individual courses at a technical college under the technical college course program must complete all of the following to start the application process:
 - a. To the extent required by the applicable technical college, submit a timely and complete application directly to the technical college, under any procedures and deadlines established by the technical college; and
 - b. Submit a timely and complete written notice to the district that identifies the student's intent to take one or more technical college courses under the technical college course program. The student shall use the Wisconsin Technical College System (WTCS)-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 technical college course program.
 - The initial notification form must be submitted to the High School Principal by March 1 if the student intends to enroll at the technical college in the subsequent summer or fall semester, and by October 1 if the student intends to enroll in the subsequent spring semester.
 - If the student who intends to take a technical college course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
2. As soon as such information is available, the student shall further notify the High School Principal 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.
3. 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.
4. Upon receiving a student's written notification of intent to participate in the technical college course program, the high school principal 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.

5. The high school principal shall notify the student, in writing, of the district's determinations regarding awarding of high school credit (including the amount of credit), course comparability, and satisfaction of high school graduation requirements. The district shall also notify the student of their right to appeal any negative determinations on these issues to the State Superintendent of Public Instruction.
 - a. 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.
 - b. 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).
6. Appeals of District Decisions. 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.

C. Program Administration

The High School Principal shall be responsible for:

1. Ensuring that the district appropriately processes requests/applications related to the Technical College Course Program;
2. 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 any applicable district policies and procedures.

While the District may refuse to allow a student with a disability to attend a technical college through the Technical College Course Program if the costs related to any special services required for the student would impose an undue financial burden on the District, the determination of an undue financial burden shall be made by the District Administrator or their designee.

The authority of the High School Principal 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.

D. Satisfaction of Graduation Requirements; Awarding High School Credit for Technical College Courses

1. 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.
2. Pending the development of any new state regulations applicable to the technical college course 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:
 - The district offers a comparable course
 - The course repeats the course content for which a student has already received a passing grade and high school credit
 - 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 the Board-approved high school graduation credit policies, and if any of the following conditions apply:
 - The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by district
 - The course expands an opportunity for the student to move to another level of an academic or vocational course of study
 - 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
 - The postsecondary course supports rather than prevents a student from completing high school graduation requirements
3. In order for a student to receive high school credit for a course taken at a technical college under the technical college course program, the student must complete the course and receive a passing grade, as determined by the technical college.
4. A post-secondary course taken under the Technical College Course Program and approved for high school credit by the District shall be granted one-fourth (0.25) high school credit per one semester credit offered by a post-secondary course.

E. Responsibility for Costs; Limitations on District Payments

To the extent required by state law, the District shall pay for certain costs associated with the student's enrollment in a technical college course 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 technical college for the cost of a book or similar

resource that is not a one-time use item, the student will be required to return the resource(s) to the High School Principal upon completion of the course.

2. The District shall pay for no more than the equivalent of a combined total of 18 post-secondary semester credits per student for any courses.
3. Unless the District Administrator determines that extenuating circumstances beyond the reasonable control of the student caused the student to be unable to successfully complete a course, the District may require a student who receives a failing grade in or who fails to complete a technical college 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 technical college course program.
4. Unless otherwise required by law, the District is not responsible for providing transportation to technical college courses taken under this policy for paying for transportation-related costs.

F. Course Comparability

1. For purposes of determining whether a course that a student wishes to take through the technical college course program is comparable to a course offered by the district, and pending the development of any new state regulations applicable to the technical college course program or the adoption of other specific local standards for determining course comparability, the district shall apply the standards found in [PI 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.
2. 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.

Legal Ref: 38.12(14); 115.385(4); 118.15(1)(b); 118.15 (1)(d); 118.153(1)(a); 118.33; 118.55; 118.57 WSS; PI 40 WAC

Adopted: 05/29/18

Revised: