

PROCEDURES FOR HANDLING COURSE APPLICATIONS THROUGH THE
EARLY COLLEGE CREDIT PROGRAM

Rice Lake Area School District 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 institution of higher education (e.g., an institution within the University of Wisconsin system, a tribally controlled college, or a private nonprofit college or university in this state) through the Early College Credit Program.

The high school principal shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (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 applicable District policies and procedures.

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 established in state law;
2. For purposes of this policy, “good academic standing” means:
 - A student must maintain a 2.0 Cumulative GPA or better in all classes;
 - A student cannot have any major disciplinary offenses (i.e. suspension, expulsion, etc.);
 - A student cannot be habitually truant/tardy/absent
3. Whether a proposed course is comparable to a course already offered in the District;
4. Whether the proposed course and any resulting credit meets any of the District’s high school graduation requirements; and
5. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

In making such determinations, the High School Principal shall evaluate a postsecondary course under the applicable legal standards and, to the extent applicable to determinations of high school credit, using the same methods and criteria as are used to evaluate District courses that may be offered for high school credit.

If a student who intends to take a course through the Early College Credit Program disagrees with a district decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the district’s decision to the State Superintendent of Public Instruction within 30 days after the decision.

Initial Applications and Notices Students Are Required to Submit

Students interested in enrolling in an institution of higher education (IHE) for the purpose of taking one or more nonsectarian courses under the Early College Credit Program must do all of the following to start the application process:

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; and
2. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more courses under the Early College Credit Program. A separate notification form must be completed and processed for each IHE semester/session in which a student intends to take a course.
 - a. The initial notification form must be submitted to the District by March 1 if the student intends to enroll at the IHE in the subsequent summer or fall semester, by October 1 if the student intends to enroll in the subsequent spring semester.
 - 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.

Notification of Approval or Rejection

The District must notify the student of its approval or rejection of their application to take their desired courses before the beginning of the semester in which the student will be enrolled. Factors in making that determination include:

1. Course(s) does not satisfy a District high school graduation requirement;
2. District offers a comparable course(s);
3. Number of high school credits to be awarded, if applicable.

Students may appeal the District's decision to the State Superintendent of Public Instruction within 30 days.

Responsibility for Costs; Limitations on District Payments

To the extent required by state law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the IHE and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the amounts (if any) specified as the student's responsibility for each course under state law and District policy. The following also apply:

1. If a student takes a course at an IHE that is comparable to a course offered in the District, the District will make no payment for the course. Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course.
2. If a student takes a course at an IHE, for high school credit or high school and postsecondary credit, that is not comparable to a course offered in the District the cost of the course shall be paid by the District and State.
3. 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:

- a. The student or their parent or guardian may make payment for such courses via a personal check or a bank (cashiers) check, made payable to the Rice Lake Area School District. Payments attempted in other forms, including in U.S. currency, are not acceptable and will be refused or returned to the payer. 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 may be added to the amount due.
 - b. 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.
 - c. 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 their parent or guardian.
 - d. 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.
4. 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 Early College Credit Program. However, the limitation on total paid credits does not prohibit a student from (1) taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other District-approved high school courses, outside of the specific state programs, that may result in eligibility for postsecondary credit(s).
 5. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Early College Credit Program. However, the student or the student's parent or guardian may submit a written request asking the Board of Education to waive this repayment obligation if the Board of Education determines, at its discretion, that extenuating circumstances led to the unsuccessful completion of the relevant course(s) and repayment would impose an unreasonable and undue financial burden on the student or the

student's family.

6. In order for a student to avoid a payment obligation (where applicable) for a course taken through the Early College Credit Program, it is the sole responsibility of the student and their parent or guardian to ensure that the student withdraws from the course prior to the applicable IHE's deadline for doing so such that the IHE will not charge the District any tuition for the course.
7. Unless otherwise required by law, the District is not responsible for providing transportation to IHE courses taken under this policy or paying for transportation related costs.

Satisfaction of Graduation Requirements; Awarding High School Credit for College Courses; and Course Comparability Determinations

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. If a student who intends to take a course through the Early College Credit Program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

Legal Ref: 38.12(14); 115.385(4); 118.15(1)(d); 118.33; 118.55; 118.57; 120.12(17); PI 40 WAC
Cross Ref:

Adopted: 04/23/18
Revised: 02/28/22