

SCHOOL DISTRICT OF WAUPACA
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.

The School District of Waupaca's Director of Teaching and Learning, or an administrative-level 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:

- A. Whether a student meets the minimum eligibility criteria for participation in the program;
- B. Whether a proposed course is comparable to a course already offered in the District;
- C. 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; and
- D. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

Responsibility for Costs; Limitations on District Payments

To the extent required by state law, the District shall pay the 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:

- A. The District shall pay only such tuition, fees, and course material 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.
- B. 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.
- C. The District shall pay for no more than the equivalent of a combined total of eighteen (18) postsecondary semester credits per student for any courses that are taken through the

Start College Now Program or the Early College Credit Program. 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 eighteen (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 eighteen (18) credits.)

- D. A student who is participating in the Early College Credit Program in any semester may not simultaneously participate in the Start College Now Program.
- E. A student participating in the Early College Credit Program may attend only one IHE in a semester.
- F. 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.
- G. 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.

The District Administrator shall also ensure that all students enrolled in the District in the 8th, 9th, 10th, and 11th grades are provided with information regarding the Program by October 1st of each year.