

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **INSTRUCTION**

### **PROCEDURES FOR HANDLING COURSE APPLICATIONS THROUGH THE SUMMER POST-SECONDARY ENROLLMENT COURSES SPECIFIC TO MID- STATE TECHNICAL COLLEGE COURSES**

**343.48 - RULE**

#### **A. Student Eligibility to Attend Individual Courses at Mid-State Technical College (MSTC)**

1. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through MSTC under the Summer Post-Secondary Enrollment Courses program must:
  - a. Submit all required notices, parent permissions (if under 18), and college applications on a timely basis.
  - b. Be completing 11<sup>th</sup> grade (all requirements met, including a minimum of 21 high school credits completed toward graduation by the end of the 11<sup>th</sup> grade second semester in the year which the student gives notice of his/her intent to take a MSTC course), consideration for special circumstances for high school students completing the 10<sup>th</sup> grade, with a minimum for 14 high school credits and meet the above criteria, will be reviewed by the High School Principal and the District Administrator for approval.;
  - 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. For purposes of this requirement, “good academic standing” in the District means that the student has a cumulative high school grade point average of at least 2.5 at the time of the determination.
2. The MSTC district board may deny a high school student admission to their college, or registration in a specific course, for any of the reasons provided in state law, including MSTC’s determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and with 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 MSTC under the Summer Post-Secondary Enrollment Courses program.
3. A student participating in the Summer Post-Secondary Enrollment Courses program may attend only one technical college during the summer term.
4. A student who is participating in the Summer Post-Secondary Enrollment Courses program 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 Summer Post-Secondary Enrollment Courses 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 Summer Post-Secondary Enrollment Courses program through the District, even if they are taking or have taken individual courses in a District high school.
7. Students attending classes at MSTC 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 Summer Post-Secondary Enrollment Courses program must do all of the following to start the application process:

- a. Submit a timely and complete Summer Post-Secondary Enrollment Courses program application to the District that identifies the student's intent to take one or more MSTC courses under the Summer Post-Secondary Enrollment Courses program.
  - The initial notification form must be submitted to the High School Principal or high school guidance counselor by March 1 if the student intends to enroll at MSTC in the summer months (June, July, or August).
  - If the student who intends to take a MSTC 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 application form.
- b. To the extent required by MSTC, submit any other required enrollment information or forms directly to the them, under any procedures and deadlines established by the college.
2. As soon as such information is available, the student shall further notify the High School Principal or high school guidance counselor of the following:
  - a. Whether MSTC has formally accepted or rejected the student for enrollment and attendance in the individual course(s) at the college; and
  - b. If any of the course information that was initially provided to the District or the student's intent to take a particular course 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 application to participate in the Summer Post-Secondary Enrollment Courses program, an authorized local program administrator for the District 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. At least 30 days before the beginning of the summer course(s) in which the student will be enrolled, an authorized local program administrator for the District (or his/her designee) shall notify the student, in writing, of the District's determinations regarding course comparability and satisfaction of high school graduation requirements (including the availability of high school credit).
6. Appeals of District Decisions. A student or his/her parent/guardian may submit a written request for the District Administrator to reconsider a District decision related to a student's participation in the Summer Post-Secondary Enrollment Courses program, except for any decisions made directly by the School Board.

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

1. The District is not responsible for paying any portion of the costs related to a MSTC course for which no high school credit will be awarded.
2. The District's determination of whether a proposed course satisfies a high school graduation requirement, whether completion of the course will result in the awarding of high school credit, and the amount of such credit (if any), shall be made with reference to District's current high school graduation requirements policy and by applying the same method and criteria that the District applies to its own course offerings and to other courses that are submitted for a similar assessment (e.g. by students who are transferring into the District).

3. In order for a student to receive high school credit for a course taken at a technical college under Summer Post-Secondary Enrollment Courses program, the student must complete the course and receive a passing grade, as determined by MSTC.
4. In the absence of any applicable state regulations to the contrary, and provided that the administration determines that there are no special circumstances that justify a deviation with respect to a specific course, a student shall be granted 1/4 high school credit for each (1.0) eligible post-secondary summer course credit for a course taken under the Summer Post-Secondary Enrollment Courses program.

**D. Course Comparability**

1. For purposes of determining whether a course that a student wishes to take through the Summer Post-Secondary Enrollment Courses 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 40.06\(2\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of March 11, 2024.
2. Although a student may still elect to take a MSTC 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.

*First Reading and Approval: March 11, 2024*