



UNIVERSITY OF WISCONSIN SYSTEM EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

Students, parents/guardians/foster parents and districts: read and follow the directions below to ensure all processes are completed properly.

STUDENT/PARENT/GUARDIAN/FOSTER PARENT

The student has responsibility for:

- submitting this form, completed with all required signatures, to the district by the designated due date
- obtaining the admissions and registration information for the UW System institution he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

STUDENT SPECIFIC RESPONSIBILITIES

1. Complete one form for each term you wish to enroll at the given UW System institution.
2. Review the following Early College Credit Program information:
When signing this form, the student and parent/guardian/foster parent assures understanding of and/or compliance with the following conditions:
 - a. Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
 - b. Student/Parent/Guardian/Foster Parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section I, sign and date (if student is under 18, parent/guardian/foster parent must also sign and date).
4. Submit this form (with all sections completed) by the designated due date (**February 1** for summer courses, **March 1** for fall courses, and **October 1** for spring courses) to the School District in which student is enrolled. This is typically done by submitting the form to a school counselor or Early College Credit Program Coordinator.
5. Upon notification from district of the course(s) that have been approved, complete the application process for the UW System institution at which the Early College Credit Program course(s) was/were approved and work with the UW System institution personnel as well as a high school counselor to enroll in appropriate course(s).
6. Follow the application and registration requirements and deadlines at the UW institution.
7. Submit all required documentation (i.e. high school transcripts along with any prerequisite documentation (test scores)).
8. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).
9. If you have a documented disability and need accommodations, contact the UW System institution for additional information and assistance.
10. The UW institution may require a parent/guardian/foster parent signature on a form regarding the safety of minors on campus. If needed, the form will be provided to the student.

SCHOOL DISTRICT RESPONSIBILITIES

1. After receiving the Early College Credit Program and High School Special Agreement Form, review the form and necessary supporting documents to verify student eligibility.
2. School District representative takes formal action on course request (approval/denial).
3. Notify the student, in writing, of the district's decision (approval or denial). Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
4. Indicate with a check mark the approved courses in the "District Approval" column.
5. Send the completed and signed Early College Credit Program and High School Special Agreement Form to the college or university.

HIGH SCHOOL SPECIAL

Admission as a High School Special (student pays tuition) does not require School District approval. High School Counselors/Staff Advisors must sign the form and send to the college or university. Students should check with the UW System institution for timelines and requirements for High School Special students.



EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

Early College Credit Program (ECCP) Application Process

Early College Credit Program requests must be submitted to the Counseling Office by **October 1st** for spring semester requests, or **March 1st** for fall semester requests.

Late submissions will not be honored.

Student Name: _____

School Counselor: _____

This portion of the application process must be completed in order to obtain Board approval.

Student Initials

Counselor Initials

1. Meet with your School Counselor to determine eligibility based on the following criteria:
 - 9th, 10th, 11th, or 12th grade status
 - The student must meet the requirements and prerequisites established by the Institution of Higher Education (IHE).
 - A student cannot participate in the ECCP and the Start College Now (SCN) Program at the same time.

Student Initials

Counselor Initials

2. Review the ECCP program and application process.

Please note that high school credit for a postsecondary course will not be granted if any of the following apply:

- The postsecondary course is comparable to a course offered by the district.
- At least 80% of the postsecondary course covers content for which the student has already received high school credit.
- The postsecondary course covers content previously offered to the student in a different postsecondary course, and the student received a failing grade in that course.

Student Initials

Parent/Guardian
Initials

3. Review all application materials with your Parent/Guardian.
 - Complete the ECCP Responsibility Form
 - Complete the ECCP University/College Application Form(s)

Student Initials

Counselor Initials

4. Return all completed paperwork to your school counselor.

*Applications will then be reviewed by the Principal and the Director of Teaching and Learning. Applications that meet all requirements will be presented to the Board of Education for approval.

Student Initials

5. After approval is granted, meet with the college representative to register for approved course(s).

Student Initials

Counselor Initials

6. After registration is complete, provide a copy of your schedule to the school counselor.

Program Note: Students who fail or drop an Early College Credit Program course(s) are responsible for the cost of the course(s).



EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

Early College Credit Program (ECCP) Responsibility Form

Student Name: _____

STUDENT SECTION

Student Initials

I understand that I will be expected to pay any costs associated with the course(s) including books, if I fail the course(s), or if I do not complete the course(s).

Student Initials

I understand that I am responsible for my own transportation and related costs.

Student Initials

I understand that the District will only pay for a total of 18 postsecondary credits per student for courses taken under the Early College Credit Program and/or Start College Now.

(Please note: the 18 credit limit applies to the **sum** of credits earned between Start College Now and the Early College Credit Program)

Student Signature: _____

Date: _____

PARENT/GUARDIAN SECTION

Parent/Guardian
Initials

I have reviewed the information that my son/daughter received regarding the Early College Credit Program.

Parent/Guardian
Initials

I understand that I am responsible for any costs including books, if my son/daughter fails the course(s), or does not complete the course(s).

Parent/Guardian Signature: _____

Date: _____



UNIVERSITY OF WISCONSIN SYSTEM

EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a University of Wisconsin (UW) System institution before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each UW System institution and for each term you wish to enroll.

SECTION I – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT) (PLEASE TYPE OR PRINT IN INK)

Applying to: University of Wisconsin-_____ (use a separate form for each institution)

Applying for: ☐ Fall Semester 20_____ ☐ Spring Semester 20_____ ☐ Summer Session 20_____

Applying as (check all that apply): ☐ Early College Credit (school determines tuition payment) ☐ High School Special (student pays tuition)

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth (mm/dd/yyyy): _____ Email: _____ Phone: _____

High School: _____ Anticipated Year of Graduation: _____

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in the UW System, I will abide by all regulations, policies and procedures. I also understand that courses taken at any UW System institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize the UW System to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Student Applicant Signature & Date

Parent/Guardian/Foster Parent Signature & Date

Parent/Guardian/Foster Parent Printed Name

SECTION II – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special	Online Course
EXAMPLE: College Writing I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		X
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						

SECTION III – TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the indicated UW System institution.

School District Approval Authority & Date

High School Counselor/Staff Advisor Signature & Date

Printed Name (Counselor/Advisor)

School Email Address (Counselor/Advisor)

Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.

**UNIVERSITY OF WISCONSIN SYSTEM****EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Please submit this form and include the official high school transcript (unless sent by electronic transmission) and, if applicable, ACT/SAT scores to:

UW-EAU CLAIRE UW-EAU CLAIRE – BARRON COUNTY Admissions Office 715.836.5415 admissions@uwec.edu www.uwec.edu PO Box 4004, Eau Claire, WI 54702	UW-OSHKOSH UW-OSHKOSH, FOND DU LAC CAMPUS UW-OSHKOSH, FOX CITIES CAMPUS Admissions Office 920.424.3164 admissions@uwosh.edu www.admissions.uwosh.edu 800 Algoma Blvd, Oshkosh, WI 54901	UW-STOUT Admissions Office 715.232.1232 admissions@uwstout.edu www.uwstout.edu 212 Sorensen Hall, Menomonie, WI 54751
UW-GREEN BAY UW-GREEN BAY, MANITOWOC CAMPUS UW-GREEN BAY, MARINETTE CAMPUS UW-GREEN BAY, SHEBOYGAN CAMPUS K12 Relations 920.465.2035 eccp@uwgb.edu www.uwgb.edu/k12relations 2420 Nicolet Dr, Green Bay, WI 54311	UW-PARKSIDE Office of Admissions and New Student Services 262.595.2355 admissions@uwp.edu www.uwp.edu 900 Wood Rd, Kenosha, WI 53141	UW-SUPERIOR Admissions Office 715.394.8230 admissions@uwsuper.edu www.uwsuper.edu Belknap and Catlin Ave PO Box 2000, Superior, WI 54880
UW-LA CROSSE Admissions Office 608.785.8939 admissions@uwlax.edu www.uwlax.edu 1725 State St, La Crosse, WI 54601	UW-PLATTEVILLE UW-PLATTEVILLE BARABOO SAUK COUNTY UW-PLATTEVILLE RICHLAND Admissions Office 608.342.1125 admit@uwplatt.edu www.uwplatt.edu 1300 Ullsvik Hall, 1 University Plaza, Platteville, WI 53818	UW-WHITEWATER UW-WHITEWATER AT ROCK COUNTY Admissions Office 262.472.1440 uwwadmit@uww.edu www.uww.edu 800 West Main St, Whitewater, WI 53190
UW-MADISON Adult Career & Special Student Services 608.263.6960 highschoolcredit@dcs.wisc.edu www.acsss.wisc.edu/high-school 21 N Park St, Suite 7101, Madison, WI 53715	UW-RIVER FALLS Admissions Office 715.425.3500 admissions@uwrf.edu www.uwrf.edu 410 S Third St, River Falls, WI 54022	UW-INDEPENDENT LEARNING Student Services 608.800.6750 IL@uwex.edu www.il.wisconsin.edu 5602 Research Park Blvd STE 300 Madison, WI 53719
UW-MILWAUKEE UW-MILWAUKEE AT WASHINGTON COUNTY UW-MILWAUKEE AT WAUKESHA 414.229.6357 dual-enrollment@uwm.edu www.uwm.edu/dualenrollment PO Box 749, Milwaukee, WI 53201	UW-STEVENSON POINT UW-STEVENSON POINT AT MARSHFIELD UW-STEVENSON POINT AT WAUSAU Admissions Office Angela Schmidt aschmidt@uwsp.edu www.uwsp.edu 2000 W 5 th St, Marshfield, WI 54449	



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INSTRUCTIONAL ARRANGEMENTS

343.3

EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW⁵⁰

- I. Early College Credit Program: This program permits an eligible 9th, 10th, 11th, and 12th grade pupil enrolled at East Troy High School to attend an institution within the UW System, a tribally controlled college, or a private, nonprofit institution of higher education located in Wisconsin for the purpose of taking one or more courses, including during a summer semester or session. A student who intends to enroll in a course pursuant to the Early College Credit Program must submit a completed Early College Credit Program application to the school counselor by October 1 if the student intends to enroll in the spring semester and by March 1 if the student intends to enroll in the fall semester. The student must ultimately submit the application to the institution of higher education during the semester preceding the semester in which the student intends to enroll. The student and the District must also adhere to any deadlines imposed by a particular institution of higher education. A student's application must include the titles of the courses in which the student intends to enroll and the number of credits of each course, and the student must further indicate whether he/she will be taking the course(s) for high school credit or postsecondary credit or both. The student shall also specify on the application that, if he/she is admitted, the institution of higher education may disclose the student's grades, the courses that he/she is taking, and his/her attendance record to the school in which the student is enrolled.
- II. The Board hereby authorizes and instructs the district curriculum director, high school administrator, and high school counselor to make the required determination as to whether a course proposed to be taken through the Early College Credit Program is comparable to a course offered in the District, whether it satisfies graduation requirements, and what, if any, high school credits will be awarded to the student. The District shall notify the student in writing of its determinations before the beginning of the semester in which the student will be enrolled. If a student is not admitted to attend the course that he/she specified in the notice required above, but is admitted to attend a different course, the student shall immediately notify the District, and the District shall inform the student of the District's determinations (relating to comparability, graduation requirements, and high school credits) as soon as practicable. If a student is not satisfied with the Board's determinations, he/she may appeal to the State Superintendent of Public Instruction within 30 calendar days after the decision.
A student may not participate in the Early College Credit Program if the student is currently attending a technical college under Wis. Stat. § 38.12(14) or Wis. Stat. § 118.15(1)(b).
The District will provide all students enrolled in 8th, 9th, 10th, and 11th grades with information about the Early College Credit Program annually by October 1.

- A. Courses taken at an institution of higher education as part of the Early College Credit Program shall be paid for as follows:
 1. If the course is taken for high school credit (including a course that is taken both for high school and postsecondary credit), the course is not comparable to a course offered in the District, and the student successfully completes the course, the student shall not be responsible for any portion of tuition for the course.
 2. If the course is taken for postsecondary credit only, the course is not comparable to a course offered in the District, and the student successfully completes the course, the student shall be responsible for 25% of the actual cost of tuition as determined by law. The student or his/her parent(s)/guardian(s) shall pay the amount for which the student is responsible to the District by personal check within 10 calendar days after the first day of the semester in which the course takes place. The District will, in turn, make the required tuition payment to the institution of higher education on the student's behalf, consistent with applicable law. The District shall waive the student's responsibility for tuition costs if the Department of Public Instruction determines that the cost of the course would pose an undue financial burden on the student's family.
 3. If a student receives a failing grade in a course under this program or fails to complete a course under this program, the student's parent/guardian, or the student, if an adult, will be responsible for reimbursing the District for the amount paid on the student's behalf by the District, if the District makes such a request. If this reimbursement is requested but not made, the student will be ineligible for any further participation in the Early College Credit Program, unless the District, in its sole discretion, decides to withdraw the request for reimbursement.

⁵⁰ Legal Reference:

Sections 118.33, 118.55 Wisconsin Statutes



4. If the course is comparable to a course offered in the District, the student shall pay as required by law.
5. Students attending an institution of higher education under the Early College Credit Program shall be responsible for their own transportation costs. Students may apply to the Department of Public Instruction for transportation aid reimbursement.
6. The District shall pay for no more than the equivalent of a combined 18 postsecondary semester credits per student for courses taken under the Early College Credit Program and/or Start College Now.

III. Courses Taken through Technical Colleges – Start College Now

- A. Upon the student's request and with the written approval of the student's parent/guardian, any student who satisfies the following criteria may apply to attend a technical college under Start College Now for the purpose of taking one or more courses:
 1. The student has completed the 10th grade;
 2. The student is in good academic standing;
 3. The student completes the Start College Now application with student/parent/guardian signatures no later than March 1 for fall semester courses and October 1 for spring semester courses to their school counselor. A student must also adhere to any notification and application deadlines imposed by a particular technical college;
 4. The student is not a Child At Risk as defined in state law; and
 5. The student is not prohibited under Wis. Stat. § 118.55(7t) (c) from participating in the program.
- B. At least 30 calendar days before the beginning of the technical college semester in which the student will be enrolled, the Board shall notify the student, in writing, (1) if a course in which the student will be enrolled does not meet the high school graduation requirements, and (2) whether the course is comparable to a course offered in the District. A student may appeal the Board's decision to the State Superintendent of Public Instruction within 30 calendar days of the decision. The State Superintendent has final authority.
- C. Courses taken at a technical college as part of Start College Now shall be paid for as follows:
 1. The District shall pay to a technical college district board, consistent with applicable law, an amount equal to the cost of tuition, course fees, and books for those courses taken under Start College Now for high school credit (including a course taken both for high school and technical college credit), except that the District is not responsible for payment for any courses that are comparable to courses offered in the District.
 2. If a student receives a failing grade in a course under this program or fails to complete a course under this program, the student's parent/guardian, or the student, if an adult, will be responsible for reimbursing the District for the amount paid on the student's behalf by the District, if the District makes such a request. If this reimbursement is requested but not made, the student will be ineligible for any further participation in Start College Now, unless the District, in its sole discretion, decides to withdraw the request for reimbursement.
 3. If a course is taken for postsecondary credit only, or if a course is comparable to a course that is offered in the District, the student shall pay as required by law.
 4. If the student is a child with a disability, the Board shall pay the costs of any special services required for the student. The District may refuse to permit a child with a disability to attend if the District determines that the cost to the District would impose an undue financial burden on the District.
 5. Students attending a technical college under Start College Now shall be responsible for their own transportation costs. Students may apply to the Department of Public Instruction for transportation aid reimbursement.
 6. The District shall pay for no more than the equivalent of a combined 18 postsecondary semester credits per student for courses taken under the Early College Credit Program and/or Start College Now.

IV. The East Troy Community School District will be responsible for other necessary fees, books and other materials as required by law.

V. Grades received for courses taken as part of the Early College Credit Program and Start College Now



- VI. The District Administrator is authorized to enact administrative rules as needed to ensure the District's compliance with any applicable law or state administrative rule relating to the Early College Credit Program and/or the Start College Now Program.