

# WEST BEND SCHOOL DISTRICT

## EARLY COLLEGE CREDIT PROGRAM

### General Procedures for the Student (IHE – refers to Institution of Higher Education)

1. Contact the admission office (student services department) at the IHE and request a catalog, timetable, prerequisites, course descriptions, and necessary forms. Inquire about enrollment procedures, possibilities for enrollment in particular courses, etc. **NOTE: More than one contact with the IHE may be necessary for the interested student and parents.**
2. Apply to the high school for approval of the course. Begin the process by seeing your counselor for the Early College Credit Program Application. **All completed paperwork must be returned to your high school counselor by October 1 for the spring semester and March 1 for the fall semester.** Only courses that do not meet an 80% match to any course offered at the high school are eligible through the Early College Credit Program.
3. The high school will notify the pupil of the board decision by November 15 for the spring semester and May 15 for the fall semester.
4. The counselor will forward the high school transcript, application for the Early College Credit Program, and any required letters of recommendation, to the IHE.
5. If the board approved your Early College Credit Program request, contact the IHE representative (probably an admission advisor/counselor) for full information on the registration process to be followed at that point. Follow those procedures as outlined by that institution.
6. If the IHE approves your application for enrollment, contact your high school counselor regarding schedule changes and obtaining an early release from school, if necessary. The school will provide a purchase order to the IHE for payment of fees after confirmation of the student's enrollment in board approved Early College Credit Program courses. The school board must pay for the cost of any books and fees for all approved courses and materials for students attending an IHE. A student must pay for incidental college fees (such as a parking permit) and for equipment, tools, supplies and consumables (notebooks, workbooks, uniforms) that will become the property of the student.
7. Students may be reimbursed for textbook costs. For re-imbursement, bring the receipt to the counselor. If re-imbursement occurs, the textbook becomes the property of the school district and must be returned upon completion of the course.
8. If you are uncertain about any of these procedures, it is your responsibility to seek clarification from your counselor.
9. If I fail or withdraw from any approved Early College Credit Program courses, I understand that I, as a student, or my parents or guardian must reimburse the school district for all costs related to the course. If I fail to meet this obligation, my participation in Early College Credit Program will be disallowed.
10. Read the school board policy on the back of this sheet.

I understand that the West Bend School Board will only approve courses once per semester. Therefore, any and all courses in which I hope to enroll must be submitted by the dates indicated above. I have read the above and have received an explanation of my responsibilities regarding these procedures from my counselor.

---

Parent Signature/Date

---

Counselor Signature/Date

---

Student Signature/Date

Early College Credit Program Procedures  
13:15

OVER

**CURRICULUM EXTENSIONS****POST SECONDARY ENROLLMENT EARLY COLLEGE CREDIT PROGRAM COURSES (PSEO)**

The school board will pay the tuition for up to 18 post-secondary credits, total, in the junior and senior years for a Early College Credit Program student.

The Board will require a student, parent, or guardian to reimburse the District if the student withdraws or fails the class. If the student, parent, or guardian fails to reimburse the District as requested, the Board will disallow the student's participation in the Early College Credit Program.

The West Bend School District is only responsible for tuition, course fees and books that the district has determined are not 80% comparable to courses offered by the District.

Students must be in good academic standing to be approved for Early College Credit Program classes on a technical college campus. The following criteria determines good standing:

1. The student cannot be credit-deficient or at-risk.
2. Student must have a cumulative 2.0 grade point average (GPA).
3. Student cannot have any failures in the semester previous to making the Early College Credit Program request, with the exception of Physical Education (which is not included in the GPA calculation).