

Wisconsin Dual Enrollment Series, Part 2

Early College Credit Program (ECCP) Overview

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WISCONSIN DEPARTMENT OF
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Eligible Institutions of Higher Education

Universities of Wisconsin, private colleges and universities, and tribal colleges located in Wisconsin are eligible and required to participate in ECCP.

- Universities of Wisconsin include
 - Universities of Wisconsin Independent Learning
 - Universities of Wisconsin Colleges Online

Wisconsin technical colleges are NOT eligible to participate in ECCP

- However, students can take courses at technical colleges through the [Start College Now program](#)

Eligible Pupils

All full or part time high school pupils enrolled in a Wisconsin public, private, or charter school (including independent charter schools) in grades 9-12.

Pupils are not eligible if they are attending a technical college under s. 38.12 (14) or 118.15(1) (b) during the same semester.

Homeschooled students are not eligible.

School districts cannot impose any additional eligibility requirements, including, but not limited to, GPA requirements or attendance requirements.

Eligible Courses

Nonsectarian courses that are not comparable to a course offered by the school district, private high school, or charter high school that the pupil is enrolled in are eligible. (see slide 9 for details on course comparability)

Courses can be taken in-person, online or in a blended format.

Determining Course Comparability

A postsecondary course is comparable to a course offered by a high school if all of the following apply to the high school course:

- The high school course is offered or will be offered between the date the pupil submits a notice under s. 118.55 (3) (a), Stats., and the date the pupil is expected to graduate from high school.
- ***The content of the high school course is at least 80 percent equivalent to the content of the postsecondary course.*** A determination under this paragraph shall be made by comparing, if available, the curriculum guide, course expectations, course goals, and the scope and sequence of the high school course to the course syllabus, if available, and course description for the postsecondary course.

Ineligible Courses

A course is ineligible for ECCP if it meets all of the following conditions:

1. The school board of the school district or governing body of the private school and a chancellor of a University of Wisconsin System institution or the president of a private, nonprofit institution. have **entered into an agreement** to provide a college credit in high school program to academically qualified pupils under which participating pupils may take the course for postsecondary credit.
2. The instruction of pupils in the course **takes place in a school building in the school district or a school district facility.**
3. The individual who provides instruction in the course is any of the following:
 - **A high school teacher** who is employed by the school district and certified or approved to provide the instruction by the participating University of Wisconsin System institution or by the participating private, nonprofit institution.
 - **A faculty member** of the participating University of Wisconsin System institution or the participating private, nonprofit institution.

Therefore, concurrent enrollment (College in High School programs such as CAPP and PIE) are not eligible for ECCP reimbursement.

ECCP Notification of Intent Form and Deadlines

Pupils must submit [ECCP Notification of Intent Form](#) to the school district, private high school, or charter high school they are enrolled* in by:

- February 1 for summer courses
- March 1 for fall courses
- October 1 for spring courses

Because these dates are in the statute, there can be NO exceptions.

Useful Resource: [The ECCP and SCN Timeline](#)

* Pupils who are open enrolled into a district other than their resident district must submit their notification form to the district in which they have open enrolled into.

School or Governing Board Review of an ECCP Notification of Intent Form

Step 1: Determine whether your district, private high school, or charter school offers a comparable course between the date of the notification and the date the pupil is expected to graduate. (see slide 8 for details on course comparability)

Step 2: Determine whether the course will fulfill a graduation requirement for the student.

- If the course DOES fulfill a graduation requirement, then the student earns both high school and college credit.
- If the course DOES NOT fulfill a graduation requirement, then the student earns college credit only.
- Courses that count as elective credit fulfill a graduation requirement only if the student still needs elective credit to graduate.

Step 3: Determine how many high school credits will be awarded to the pupil for the course, if any.

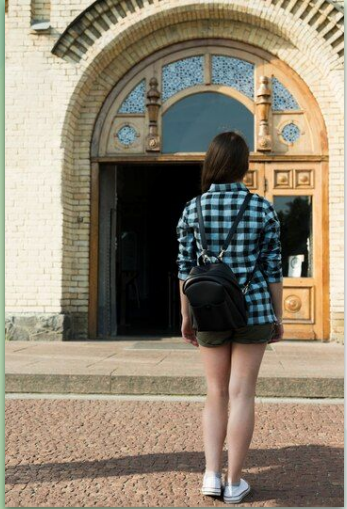
The school district, private high school, or charter school must provide their determination to the pupil in writing before the beginning of the semester in which the pupil will be enrolled.

Additional Requirements Are Prohibited

School districts, private high schools, and charter schools are not “approving” ECCP courses. Their role is only to determine if a comparable high school course is available to the pupil, if the ECCP course would fulfill a graduation requirement, and the number of high school credits earned (if any).

Thus, they cannot impose any additional eligibility requirements, including, but not limited to, GPA requirements or attendance requirements.

ECCP Eligibility and Enrollment Requirements



School district must allow students to participate in ECCP as long as they:

- Are enrolled (part or full time) in grades 9-12 in a public, private, or charter school (including independent charter schools)
- Have not already enrolled in the minimum 18 credits that must be provided
- Have not failed to complete or received a failing grade in a prior ECCP course without reimbursing the school for the tuition.
- School district does not offer a comparable course

UW, Private, and Tribal Colleges and Universities located in Wisconsin must enroll students in ECCP as long as they:

- Meet the requirements and prerequisites of the course
- There is space in the course

Notification of Appeal Rights

- District must notify the pupil of their determinations before the beginning of the semester in which the pupil will be enrolled.
- A pupil has the right to appeal the school board's decision to the state superintendent within 30 days of the decision for one or more of the following reasons:
 - The pupil does not agree with the decision as to whether or not the ECCP course fulfills a high school graduation requirement.
 - The pupil does not agree with the number of high school credits to be awarded for the ECCP course.
 - The pupil does not agree that the district offers a comparable course. (see slide 8 for details on course comparability)
 - The comparable course does not have to be offered at the high school the pupil is attending if there is another high school in the school district that offers a comparable course.

Notification of Appeal Rights (con't)

- All appeals must be in writing (can be submitted via email) and must include:
 - A copy of the notice stating the district's decision
 - Specify what decision is being appealed and the specific reasons for the appeal
 - Any other facts relevant to the appeal including the course syllabus, if available, the number, length and description of the postsecondary class periods per week as well as the relevance of the postsecondary course to the pupil's course of study or occupational goals.
- All appeals shall be signed by the pupil or the representative of the pupil. If the pupil is a minor, the appeal shall also be signed by a parent or guardian. Appeals can be emailed directly to Karin.Smith@dpi.wi.gov
- The state superintendent shall review appeals made under s. 118.55 (3) (b), Stats., using the procedures under ss. PI 1.03 and 1.04 (9).

Enrolling in Eligible ECCP Courses

Once the pupil has been notified of the district's determinations, he/she can enroll in any of the courses eligible for ECCP using the following steps:

1. Follow the application or registration requirements at the campus or program where you'd like to take classes.
2. Make sure to submit any required documentation, for example, high school transcripts along with any prerequisite documentation, such as AP scores, etc.
3. Enroll in your class.

NOTE: The college or university may establish admission criteria or specific course prerequisites.

Enrolling in a non-ECCP eligible course

If a district offers a comparable course, the pupil is not eligible to take the course through ECCP.

The pupil may then apply as a “special” student and is responsible for the costs of tuition (at the regular tuition rate) and fees associated with the course.

The pupil may submit the ECCP notification form indicating the course is not eligible for ECCP to the college or university as a part of the application process.

Requirement of the Institution of Higher Education

- An institution of higher education shall admit a pupil to attend an eligible ECCP course if all of the following apply:
 1. The pupil meets the requirements and prerequisites of the course.
 2. There is space available in the course.
- If an institution of higher education admits a pupil, it shall notify the the school district private high school, or charter school in which the pupil is enrolled in writing, within 30 days after the beginning of classes at the institution of higher education. The notification shall include the course or courses in which the pupil is enrolled.
- If the pupil specifies that he or she intends to take a course for postsecondary credit at an institution of higher education that is within the University of Wisconsin System, the board of regents of the Universities of Wisconsin shall notify the pupil whether credits earned for the course are transferable between and within institutions within the system.

What if the course is full?

If a pupil is not admitted to attend the course that he or she specified in their notification form but is admitted to attend a different course, the pupil must notify the school district or private school immediately. The school board or governing body then must inform the pupil of its determinations regarding the course to which the pupil was admitted as soon as practicable.

ECCP Tuition Limits

There are limits to how much colleges and universities can charge for ECCP courses:

- **UW campuses and Tribal Colleges** can charge one-third of the amount that would be charged for each credit assigned to the course to an individual who is a resident of this state and who is enrolled in the educational institution as an undergraduate student.
- **UW2 year campuses** can charge one-half of the amount that would be charged for each credit assigned to the course to an individual who is a resident of this state and who is enrolled in the college campus as an undergraduate student.
- **Private colleges** can charge one-third of the amount that would be charged for each credit assigned to a similar course offered by the University of Wisconsin-Madison to an individual who is a resident of this state and who is enrolled at the University of Wisconsin-Madison as an undergraduate student.

Neither the institution of higher education nor the school board nor the governing body may charge any additional costs or fees to a pupil to attend a course.

ECCP Reimbursement at a Glance

District Offers a Comparable Course

Course is not eligible for ECCP

Pupil pays 100% of the normal tuition rate
(Not considered ECCP, but the student and school can still submit the ECCP Participation Form to enroll as a “special student.”)

No Comparable Course + Fulfills Graduation Requirement

High school and college credit

District pays 75%*
State reimburses 25%*
Pupil pays 0%
*of reduced rate - see slide 17)

No Comparable Course + Does NOT Fulfill Graduation Requirement

College credit only

District pays 25%*
State reimburses 50%*
Pupil pays 25%*
(unless free/reduced lunch
*of reduced rate - see slide 17)

ECCP Reimbursement Process

ECCP reimbursement forms are accessed and submitted through the [WISEhome portal](#) between **May 30 and July 15** each year for the summer, fall, and spring terms of the most recent school year. To access your districts form, follow these steps:

1. Log into WISEhome and click on the "Request Access" tab on the top toolbar.
 2. Fill out and submit the form, selecting the application "Early College Credit Program."
 3. The request will be sent to your district's WISEsecure administrator. Once they approve your request you will see the ECCP application when you log back into WISE.
 4. Go into the ECCP application to submit your ECCP reimbursement form.
- You must retain all ECCP applications, invoices, and receipts.
 - If the amount of claims exceeds the total state allocation (currently \$478,500) each claim will be prorated.
 - You can find an FAQ on the ECCP webpage: <https://dpi.wi.gov/dual-enrollment/eccp/frequently-asked-questions>

Failing to Complete or Failing Grade

If a pupil fails to complete or receives a failing grade for a courses taken through the ECCP program the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the school board or the governing body the amount paid on the pupil's behalf upon the request of the school board or governing body.

If a school board or governing body that requests reimbursement of a payment is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program.

For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the school district or at the participating private school constitutes a failing grade for a course taken at an institution of higher education.

A failing grade can have implications for a student's college grade point average and/or eligibility for financial aid.

ECCP Transportation Reimbursement

- Transportation reimbursement related to ECCP courses is available based on financial need, i.e., pupil qualifies for free and reduced lunch.
- Use the Open Enrollment Transportation Application online form available at:
<https://dpi.wi.gov/open-enrollment/applications/transportation>
- ECCP transportation reimbursement claims can also be submitted between May 30 and July 15 (submitted by parents/families).

ECCP Board Policy Requirements

- Annually by October 1, each school board shall provide information about the program under this section to all pupils enrolled in the school district in the 8th, 9th, 10th, and 11th grades.
- A school board or the governing body of a participating private school may establish a written policy limiting the number of credits for which the school board or governing body will pay under sub. (5) and s. 38.12 (14) (d) to the equivalent of 18 postsecondary semester credits per pupil.
 - You must offer at least 18 credits.
 - You can limit students to 18 credits or allow them to take more.
 - The 18-credit minimum includes ECCP and Start College Now. It does not include dual enrollment courses that take place at the high school.
- Students cannot enroll in ECCP and Start College Now during the same semester.

For More Information...

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Other state and campus dual enrollment contacts can be found at:

<https://dpi.wi.gov/dual-enrollment/eccp/contact>