Expanded Course Offerings Handbook

Neillsville School District

Guidelines and Information for 9-12 Students taking Distance Learning/Online/In Person Courses including:

Early College Credit Program (ECCP) - UW Courses
Start College Now (SCN) - Technical College Courses
HS Academies - Technical College Courses
High School Distance Learning/Online Courses

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Introduction:

The School District of Neillsville offers its high school students several ways to expand their course schedule beyond the traditional classroom sense. This handbook will give a brief overview of the different options available to students, the necessary steps a student must take to enroll in the various options and general tips and expectations to be successful in a non-traditional classroom environment. Both students and parents must complete the necessary signature pages at the end of this handbook, ensuring they understand and agree with the terms and conditions explained within before a student will be enrolled in requested courses.

Delivery Methods for Expanded Course Offerings:

This next section will provide a brief overview of the delivery method options available for students to increase their course selection during their high school career at Neillsville High School.

Distance Learning:

The School District of Neillsville partners with CESA 10 to offer high school, WI Technical College and University of Wisconsin courses to our students via telecommunication. Through this method, students take courses at Neillsville High School and interact with their instructors during "live time" video conferencing. Students can access the CESA 10 Distance Learning Course Guide to see the many options available to them by visiting the link below. This link is also posted under the "High School" tab on the School District of Neillsville website.

CESA 10 Distance Learning Catalog 2024-25

Online:

Students can also take WI Technical College, University of Wisconsin (UW), WI private college and university and a select few high school courses online. Through this method, a student will access a course completely online, typically with no live instruction. Students taking online courses will be assigned to the HS IMC for their online classes. Online classes can provide more flexibility as they do not need to be taken at a certain time. Students wishing to take online courses through a technical college will need to search online options available specifically at each technical college. Students wishing to take online courses through a UW can start by searching the "University of Wisconsin-Extended Campus" website which is where most online UW options are found. The link to this website is found below. Regardless, given the many options available through this format, students interested in online options should meet in person with the school counselor to discuss further.

https://uwex.wisconsin.edu/aas#course-schedule

In Person:

Finally, students have the option to take WI Technical College and University of Wisconsin (UW) courses in person. Through this method, the student would travel to the institution offering the courses and take the course in a traditional classroom setting on campus (or designated course location.) This method is most commonly utilized by, but not limited to, students participating in the CNA (Certified Nursing Assistant) course, CLD courses (HS Academy) and Welding courses (HS Academy) all offered through CVTC, NTC or MSTC and students wishing to take courses at UWSP-Marshfield full time their senior year. Students wishing to pursue in person options should schedule a time to meet with the school counselor to discuss further.

Programs for Expanded Course Offerings:

This next section will provide a brief overview of the program options available for students to increase their course selection during their high school career at Neillsville High School. The total number of district paid credits a student may take through both programs combined is 18.

University: Early College Credit Program (ECCP):

This program allows students in grades 9-12 to take courses through the UW system. ECCP applications are due to the school board each year by October 1 for spring classes, February 1 for summer classes and March 1 for fall classes. ECCP applications are distributed though the HS Counseling Office. *Note, even though students are allowed to take courses as early as grade 9 through this program, the School District of Neillsville does not encourage it in most cases until grade 11 and thus requires students in grades 9-10 to submit a letter, signed by both the student and parent, indicating their academic need to take a UW course at this point in their HS career.*

Technical College: Start College Now (SCN):

This program allows students in grades 11-12 to take courses through the WI Technical College System. SCN applications are due to the school board each year by Oct 1 for spring classes and March 1 for fall classes. SCN applications are distributed though the HS Counseling Office. Students participating in "HS Academies" with a technical college are to fill out the SCN application as well.

High School:

There are no specific programs for classes taken through other high schools.

Steps to Get Started:

Step 1: Make sure you have received the required course materials and information and have attend any required informational sessions prior to the start of the semester. If taking college course(s), this will include setting up your student accounts and email with the institution(s).

Step 2: Clarify with your teacher or the distance learning facilitator the location(s) and hours that you will be able and expected to work on your course.

Step 3: Verify the date you will need to complete the course.

Step 4: Create a file folder where you can store the course information, notes, and printouts.

Step 5: Make sure everything is working. If you are having problems, identifying the specifics of the problem will help the teachers, distance learning facilitator, supervisor or tech support to resolve the problem more quickly.

Step 6:   Print out a schedule of the course assignments and tests and set a timeline for completing them. This will help you keep on track and set realistic goals. If you find you need an extension in order to complete the course, talk with the teacher.

Step 7: Try to plan a consistent and minimum time you will work on the course each day.

If after you start a course, you feel that this class is not for you, talk to your counselor. You may decide that this course does not fit your learning needs. If you do not meet the course schedule in the first two weeks of the course, you may risk of falling behind in the class. However, please be mindful that dropping a course after starting it may incur fees; see drop policies on pages 14-17 for more details.

To be successful in your course, you will need to work independently, stay on task and maintain a regular schedule, keeping up with the readings, course assignments, homework, discussions, and other expectations. There is no way to 'sit in the back' and be silent in these courses! So good luck and be sure to be in contact with your teacher as soon as you run into any problems. Here is a summary of your responsibilities in a distance learning or online class:

Important Information:

Academic Integrity

The School District of Neillsville expects a full commitment to academic integrity from each student. Academic integrity means: Your work on each assignment will be completely your own. Your collaboration with another classmate on any assignment will be in accordance with your instructor. You will not practice plagiarism of any form. If an instructor confirms that a student has plagiarized work, the student will be subject to consequences determined by the Neillsville School District Policy and you may be removed from the course with a failing grade.

Academic Probation (In-House Students)

All students are required to meet certain academic standards. In order to monitor student progress and ensure all students are meeting reasonable academic expectations, the Neillsville School District will conduct Academic Progress Checks. If any student is not at a grading average of 73% (C), or better, they will be placed on Academic Probation. This simply means that that student will be required to stay in the High School Learning Center (IMC) during their scheduled Distance Learning or Online class period. When adequate performance is once again reached and maintained, that student will then be granted the return of the privilege to go elsewhere, during that scheduled period when class is not in session.

Academic Probation (Off-Campus Students)

All students are required to meet certain academic standards. In order to monitor student progress and ensure all students are meeting reasonable academic expectations, the Neillsville School District will conduct Academic Progress Checks. If any student is not at a grading average of 73% (C), or better, they will be placed on Academic Probation. This simply means that that student will be highly encouraged to utilize the High School Learning Center (IMC) on days/times their college courses are not in session during regular school hours. If a student is failing (59% or lower) any class, that student would be required to attend the High School Learning Center (IMC) for a set amount of hours each week (TBD based on the individual situation) on days/times their college courses are not in session during regular school hours.

Attendance

While students may not be responsible for daily classroom participation as in a traditional classroom setting, there is still an important need to participate on a regular basis. Your learning and the success of other students depend upon your participation.

Be aware of the guidelines and expectations set forth by your teacher at the beginning of the course. Extended absence from class (failure to hand in assignments, post to discussion boards, communicate with instructors, etc.) will quickly cause problems with your grade as well as ability to finish the course in a timely manner. The attendance requirement is to attend each class when it is in session. **On days your class doesn't meet, you are expected to be in the HS IMC and working.**

If an unexpected situation such as illness should arise and there is an extended leave from the course, contact your teacher and report the problem to your Local Facilitator. They will discuss alternatives with you regarding the next steps to take for course completion.

Assessment

As a condition of enrollment, all students must accept the ability of the local district to require that students perform tasks or undergo additional assessments in addition to those of the teacher. If a school wishes to require other graded assessments for coursework in a proctored or un-proctored situation for any student of group of students, they may make arrangements to do so.

Copyright

Some courses use copyrighted materials that have been licensed or developed by their vendor. These materials are the property of the respective developer and are provided only for the use of students. You may not distribute, publish, or reuse the materials, audio files, images or design of any of the curriculum.

Cost

The School District of Neillsville pays for the tuition and books fees associated with taking extended course offerings unless the following occur:

1) The student drops, does not complete (including removal from course for disciplinary reasons,) or receives a failing grade.

2) The student has reached the 18 credit maximum for ECCP/Start College Now programs. This pertains to college classes only, not high school to high school distance learning courses.

3) Textbooks loaned to students for classes (college or high school) are returned damaged and need to be replaced. This includes excessive highlighting, water damage, rips to pages, etc. Damaged books will be returned to the student to keep and the student will be billed the replacement cost of the book.

If any of the above conditions exist, the student shall reimburse the School District of Neillsville for any expense needed to cover the cost of the course or course materials.

Additionally, students will not be enrolled into future extended course offerings if outstanding payments have not been made.

Students are responsible to pay for any additional materials (IE: scrubs and gate belt for CNA, camera for a photography course, etc.) needed for a specific course of their choosing. Students are required to pay for any background checks, licensing exams, etc. required for their participation in a course.

Course Completion

Upon completion of your course, your instructor will provide the Guidance Counselor with your final grade. The grade given by the instructor will be applied to your Neillsville High School transcript as is based on the instructor's grading policy.

It is the student's responsibility to make sure that all written assignments are properly submitted for grading. It is recommended that students keep electronic copies of all assignments in the event that there are technical difficulties with assignment submissions.

Credit and Grade Posting

The grade given by the course instructor is the grade that will be applied to the student's transcript. Credits will be assigned per board policy; 1 college credit is equal to .25 high school credits. High school-high school courses will be weighted the same as in house courses; a .5 credit/semester value. Your Guidance Counselor will be responsible for posting your credit and grade to your transcript. Please note, for students taking college courses, these courses will start an official college transcript for you as well. Please be aware of the long-term implications receiving a low or failing grade will have on your future post-secondary education plans.

Discipline

All students enrolled in a course are subject to the rules and restrictions implemented by the Neillsville School District.

Harassment Reporting

If you feel you are being harassed in your course environment, it is important to report it immediately to your instructor and a member of the Neillsville School District (Distance Learning Coordinator, School Counselor or Principal.)

Netiquette

A high sense of personal honor and integrity is expected for students taking courses.   All students and teachers participating in courses are expected to conduct their communications in a professional, respectful manner as outlined in the student code of conduct in effect in the Neillsville School District. The use of proper Internet etiquette is expected at all times. Inappropriate language or behavior will result in disciplinary action and possible termination of your course. Procedures outlined in the local school district's Acceptable Use Policy will apply to all online courses. Remember that e-mail is not private. Never say anything via e-mail that you wouldn't mind seeing on the school bulletin board or in the local newspaper.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network or Internet connection, notify the Technology Coordinator immediately.

Tips for Discussion Board Posting

(This material is credited to: Michigan Virtual High School)

Constructive Criticism

It is human nature to disagree with people. However, it is important to remember that you need to respect your fellow classmates. In responding to something you disagree with, it is essential that you are specific in what you want to respond to.

> *Example: I thought what you said about Ahab's obsession in Moby Dick was good: however, I don't think he was crazy…*

Notice how the example cites the post, and then focuses the criticism on a particular point within the post that is being responded to. In your online course environment, your classmates won't necessarily be able to reference the post you are responding to as they read your post, so you will need to help them out by making it clear yourself. Respecting your classmates is of the utmost importance when working online because your posts are the only way you get to interact with your classmates.

Posting Discussions

In a traditional classroom you are able to talk to your group members after class, or you might be given time during the class to discuss our work. However, online classes aren't conducted face to face so your communications will be through e-mail most of the time. This means that it is essential that you are communicating regularly with your group for assignments. If you are going to be out of town, are sick, or are unable to communicate with your group for any reason, you need to make them aware of this situation as soon as possible.

Example: Keith is going on vacation but he needs to be a participant in his online group project. So Keith does the responsible thing and makes arrangements with his group members prior to leaving, and he finds a way to participate from his vacation destination.

Keith is a good example of responsible group member because he has identified that there will be a lapse in his ability to participate when he leaves for vacation. He has notified his group members so that they can inform him of what they need. And Keith has tried to make arrangements so that he can participate when he is away from home. These are things that you need to take responsibility for when you are taking an online course.

Preparation for Discussion

This is really related to constructive criticism and active group participation. In the online discussions, thoughtful responses will make your posts easier to read and will also help your classmates respond to them. While some online classes may not require your participation in discussion, the majority will. This means that you will be required to make posts based on assignments, and on the information you have read.

Poor Example: I thought the article was bad.

Good Example: I thought this article was bad because the author did not address why photosynthesis is vital to the life cycle of the fern.

In the poor example, the student obviously didn't like the article, but there is no explanation of why. This would force other students and the instructor to request clarification, which would only waste time. In the good example, the student makes it clear why the article was disappointing and perhaps the instructor could even respond to this post. The ability to discuss and post clearly is an essential skill online.

Study Tips

- **Keep up with the daily and weekly responsibilities** outlined in the Student Responsibilities document.

- Maintain **consistent communication** with your teachers.

- **Compare your weekly accomplishments to your assignment timeline.** If you are falling behind, e-mail or speak to your teacher about developing better strategies that will help you meet your deadlines.

- Spend **time** on the course to meet your schedule and complete the course requirements.

- Make a **to-do list** of assignments. Break assignments down into smaller, more manageable parts. Your list will be easier to use if it has small chunks of assignments, not big ones.

  - **Print out course materials** if you find it easier to read from printed materials.

  - **Take notes** on the important points of the course material. Writing can help you understand the material and stay more engaged in learning.

  - **Stay organized.** Print important documents and keep your notes and important information in a file folder.

  - **Ask your teacher for guidance** and suggestions if you have questions or difficulties. If you are still confused about how to use the course tools or navigate through the material, revisit the Course

Orientation. If you are still unclear about how to get around in the course and complete your work, ask your teacher where to go and what to do.

Motivation

One of the keys to completing your course is to find ways to motivate yourself and continue to give yourself positive encouragement.

- **Take time to think about why you are taking the course.** Write down how completing the course will help you achieve your goals, such as completing credits for graduation.

- **Identify the source of your frustrations.** Try to think through problems yourself. If you need help, talk to your teacher or e-mail your teacher about the problems or frustrations you are facing. Ask them for suggestions or strategies that will help you.

- **Establish a study routine** and stick to it. It will be much easier to keep up with the course requirements. It is difficult to stay motivated if you fall too far behind.

- **Pace yourself.** Give yourself breaks when you need to.

- Give yourself **positive messages** about how well you are doing. Acknowledge your accomplishments and reward yourself as you complete major assignments.

Managing Your Time

In any course, **time management is critical** to success because most activities can be accomplished asynchronously. As with any traditional course, you risk earning a lower grade if you fall behind.

One of the best ways to manage your time in any class is to **plan out your day** and see where the course best fits in. You may have an actual class period during the school day to work on your online course, but you may have to find the time to work on your classes at home (even if you have time during a scheduled class, you'll probably still have homework.)

With traditional classes it is easy to get into student study groups and work together. In any environment, this requires a different kind of approach. Luckily, with the Internet, every lecture, discussion and communication may be archived online for you to review. This gives you an advantage because you can look back through everything that was ever said or written in class leading up to the test.

Student Policies Specific to Distance Learning Class Environment:

1) Any behavior that interferes with the teaching or learning process is not acceptable.

2) Inappropriate language or gestures will not be tolerated. Students should be cognizant that microphones and video monitors can be on at any time. Please be aware of your body language and word choice/tone always.

3) Classroom procedures must be followed:

   a. Students must sit within a camera view at all times – any student out of the camera view will be counted as absent.

   b. Students will use the equipment in the classroom only with the consent and direction of the teacher or the classroom facilitator.

   c. Students must follow all other rules as specified by the teacher.

   d. Classroom lights must be kept on.

   e. If there are technical difficulties with the equipment, the student(s) is/are to inform the local facilitator (Mr. Hanson) IMMEDIATELY, not after the fact when the class has ended for the day.

4) Students will be responsible for all work presented in class, including sessions missed due to absence, weather and differences in calendars (late starts, school assemblies, etc.)

5) It is the students' responsibility to let their instructors know when or if they will be absent.

6) All live lecture classes are recorded and accessible through the student's individual college portal.

7) No food or drink is allowed in the CWETN classroom.

8) All distance learning course students need to familiarize themselves with the fire drill and lock down drill procedures for distance learning rooms at the start of the semester.

Failure to abide by the policies above could result in being removed from the class.

This concludes the informational reading portion of this handbook; the pages following are contracts/forms that must be signed and submitted to the Guidance Counselor.

Student Contract for
Expanded Course Offerings Courses

Local Contact Person: <u>Mrs. Backaus or Mr. Hanson</u>

Students are expected to attend and participate in their "Non In-House" courses as fully as they would attend in a traditional classroom course. Students must agree to the following guidelines to be eligible for participation in the course. **<u>The Student Contract must be completed before the class can start.</u>**

Yes	**No**	I have read, understand and will abide by the information and expectations provided on pages 3-11 of the Expanded Course Offerings Handbook.
Yes	**No**	I will be in grades 11-12 when I take these courses or, if I am in grade 9-10, have written a letter of request for an exception that has been approved.
Yes	**No**	I currently have a <u>2.5 or higher cumulative</u> GPA or have written a letter of request for an exception that has been approved.
Yes	**No**	I will make a commitment to complete this/these course(s) by *the date provided to me by the instructor of my course(s)*.
Yes	**No**	I am responsible for making up all work that I have missed if I am absent from school.
Yes	**No**	I will follow my district's Acceptable Use Policy that sets guidelines for Internet and e-mail use.
Yes	**No**	I will NOT use e-mail for personal use if the school prohibits it.
Yes	**No**	I will try to be as clear as possible and use courteous language when I communicate with my teachers and classmates.
Yes	**No**	I will review e-mail before I send it.
Yes	**No**	I will always include my first and last name so the instructor knows who I am.
Yes	**No**	I will abide by the rules of my teachers and the person who is in charge of the room I work in (library, study hall, computer lab, etc.).
Yes	**No**	I will notify the instructors, supervisor, or counselor with any problems that I have with the class or computer.
Yes	**No**	I will make sure to keep in contact with the teacher at least once a week and to ask questions as they come up.

The student and Guidance Counselor will review and discuss this document. Upon completion of the discussion, if both understand and agree to the conditions of the course, they will each sign the reverse side in an agreement of mutual understanding.

I understand the needs and expectations of the course and agree to fulfill my responsibilities and will work to successfully complete this CWETN/online course.

Purpose for Class(es): (Check all that apply)

○ **Distance Learning: ECCP, Start College Now or HS-HS (No Charge*)**

○ **Online: ECCP, Start College Now or HS-HS (No Charge*)**

○ **In Person: ECCP, Start College Now or HS-HS (No Charge*)**

○ **High School Academy: Technical College (No Charge*)**

○ **Distance Learning: ECCP, Start College Now or HS-HS (Student Paid**)**

○ **Online: ECCP, Start College Now or HS-HS (Student Paid**)**

○ **In Person: ECCP, Start College Now or HS-HS (Student Paid**)**

○ **High School Academy: Technical College (Student Paid**)**

* No charge applies IF a course is completed with a passing grade. Students who drop, fail and/or are removed from a course due to disciplinary action will reimburse the School District of Neillsville for any expense needed to cover the cost of the course.
**Student Paid refers to any course(s) a student is electing to take that exceed the 18 credit maximum to be paid for by the school district.

REMINDER: Students who drop or fail expanded courses (HS or college) will not be allowed to enroll in future expanded courses until all fees to the district have been paid for the previous courses.

Student: _____ **Date:** _____

Guidance Counselor: _____ **Date:** _____

<u>Drop Policy Acknowledgement Form:</u>

Please review the following drop policies for the specific institutions you plan to take courses from. Please note, policies are set by the institutions and are subject to change. The School District of Neillsville will make reasonable attempt to inform students/parents of any changes, but ultimately the student and parent are responsible for knowing the current drop policies in place at institutions the student is taking coursework through. The drop policies listed in this section are the current ones provided as of Feb. 2024 by CESA 10.

1. **High School-to-high School:** These courses are offered between school districts within our region. The CWETN, CADENC, WIN and Project Circuit Networks are all high school-to-high school courses. Be aware that course availability is dependent upon requests from the other network schools involved. Not all distance learning courses will be available to Neillsville students. If both Neillsville High School and the distance learning network offer the same course, the Neillsville course takes precedence and you would be required to enroll in our course. Also, most high school-to-high school courses that you enroll in must be dropped by June 15th (see below) of the school year you scheduled it. If you drop after June 15th, the student/family will be responsible for the cost of that course which is typically between $350-$400 per semester, **but can be as much as $600 in rare cases**. *(Note: If a student takes a yearlong course and wants to drop at semester, the student is responsible for the cost of the second semester.)* If you take a high school-to-high school distance learning course and end up with a failing grade the student/family will also be responsible for the cost of that course. In both cases the family will be billed directly from the School District of Neillsville.

   ### <u>Drop Policy for High School-to-High School Courses</u>

   - Deadline for dropping, without being charged, from courses hosted by a CADENC, CWETN, Project CIRCUIT or WIN Network school is June 15th
   - Deadline for dropping, without being charged, from courses (i.e. German) hosted by a SPRTNC Network school is August 1st
   - Students can drop, without being charged, from courses (i.e. French) hosted by a ShoreNet Network school during the first 10 days of class.
   - Other providers not mentioned above may have different drop policies that students and parents will be made aware of when a student enrolls in a course.

2. **ECCP(Early College Credit Program)/SCN (Start College Now):** These courses are offered by contracts that are signed agreements between the student/family, the School District of Neillsville and the institution of higher education offering the course to our student(s). The drop and refund policy for each institute of higher learning is below. They are subject to change, but should any billing be necessary, the student and family would

be charged the cost that is billed to the School District of Neillsville. The typical tuition of a 3-credit course through ECCP or Start College Now is between $300-$600.

Higher Education Drop and Refund Policies

CVTC Refund Policy:
- 100% if dropped prior to class start – no drop form needed prior to start date
- 80% if dropped in week 1 or 2 of class (or on start date of class) – drop form needed
- 60% if dropped in week 3 or 4 of class – drop form needed
- 0% if dropped during or after week 5 of class and up to week 12 of class – drop form needed

Students must complete and sign the CVTC Drop Form for authorization which can be picked up from their high school guidance counselor.

NTC Refund Policy:
- 100% refund if dropped prior to class start
- 80% refund if dropped before or at the time 10% of the course has been completed
- 60% refund if dropped after 10% but before more than 20% of the course has been completed
- 0% refund if dropped after 20% of the course has been completed

After the first scheduled day of class: Miscellaneous class-related fees are non-refundable. The 80% date of the class is the last date to withdraw with a W grade. Any drops after this would result in an F grade.

NWTC Refund Policy:
- 100% refund if dropped prior to class start
- 80% refund if dropped before or at the time 10% of the course has been completed
- 60% refund if dropped after 10% but before more than 20% of the course has been completed
- 0% refund if dropped after 20% of the course has been completed

Northwood Tech Refund Policy:
- 100% if dropped prior to class start
- Drops up through 10% of scheduled class hours will be refunded at 80% and the class will be removed
- from the student's record
- Drops after 10% of the scheduled class hours up through 20% of the scheduled class hours will be
- refunded at 60% and the student will receive a W grade
- Drops after 20% of the scheduled class hours up through 80% of the scheduled class hours will receive
- no refund and the student will receive a W grade for the class
- Drops after 80% of the scheduled class hours will receive no refund and the student will receive a F
- grade for the class

Students must complete and sign the Northwood Tech Drop Form for authorization which can be picked up for their HS Guidance Counselor. Drop forms dated after the class start date will be processed using the date on the form and the appropriate refund and impact on the student's record will be calculated by the student records system. Forms must be received no later than five class periods past the date on the form.

UWEC-BC Refund Policy:

- 100% refund if dropped prior to class start
- $50 withdrawal fee if dropped in week 1
- $100 withdrawal fee if dropped in week 2
- 50% of tuition assessed if dropped in week 3
- No refund if dropped in week 4 or after

UW-Oshkosh Drop Policy:

- 100% if dropped before class begins.
- 100% if dropped before the last drop date after class has started (usually after the first four to five weeks of class). Drop card required.
- 0% if after the drop deadline. Dropping after the deadline will result in a "W" on transcript.
- Drop refund dates determined each semester by UW-Oshkosh.

UW-RF Refund Policy:

- Withdrawing within the first 10 days of our term: student can request a withdraw for 100% refund and no inclusion of course registration on their transcript (no W)
- Withdrawing between 10-15 business days: students can withdraw for 50% tuition reimbursement and no W on their transcript.
- Withdrawing between 10-20 business days: students can withdraw for 50% tuition reimbursement but starting after 15 business days a W will appear on their transcript indicating that they did register for the course but did not complete it for credit.
- Withdrawing between 20 business days and 50 business days: student can withdraw for 0% tuition reimbursement and have a W on their transcript.
- Withdrawing after 50 business days up to finals week is done through special circumstances only (often things like medical, serious family issues, etc).

- Click here for more details and the full refund schedule

UWSP Refund Policy:

- 100% refund if dropped prior to class start or within week 1 and week 2
- Students have the first 8 days to drop without a "W" grade
- Drops from the 9th day of class through the 10th week result in a "W" grade
- 50% of tuition assessed if dropped in week 3 and week 4
- No refund if dropped in week 5 or after
- A $25 nonrefundable application fee will be charged

UW-Superior Refund Policy:

- 100% refund and no fees for courses dropped prior to the semester start
- 100% refund (full-term classes), $50 withdrawal fee for courses dropped within the first 10 class days of semester. Students totally withdrawing from the semester can submit via this form. Withdrawal fee is waived for concurrent enrollment/ECCP students.

- 50% refund (full-term classes), $20 drop fee, and "W" on transcript if dropped between the third and fourth week of classes (no refund thereafter). Students will need to request the drop via this form or submit a withdraw from semester form if withdrawing from all classes.
- After the 60% calendar date, to drop a course, the student must submit a request via the Credits and Reinstatement Committee.

Contact the Center for Continuing Education (conted@uwsuper.edu) for more information, questions, or help dropping/withdrawing from courses.

Western Refund Policy:
- 100% if dropped prior to class start
- 80% if dropped in specified time period
- 60% if dropped in specified time period

Western drop period and amount depends on number of class meetings.

If a student takes a course from an institution not listed above, he/she is expected to educate him/herself about the specific drop policies for that institution and abide by them to avoid having to pay unexpected fees/tuition.

CESA 10 keeps an updated list of the Higher Education Drop and Refund Policies on their website. The link to the 24-25 year list can be accessed via the following link:

https://docs.google.com/document/d/1tEf8avchLTv2FafevpVlQ5pDois2SnnrZ1kDgvnfREQ/edit

Signed: _____   **Date:** _____

☐ Parent   ☐ Legal guardian   ☐ I am a student of legal age (18 years or older)

Parental Contract for Participation in Expanded Course Offerings Learning

My child _____ has my permission to take Expanded Course Offerings course(s). I understand that this is an alternative instructional delivery method that involves self-motivation and personal responsibility on my child's part. I agree to fulfill and to take responsibility for my child when the course requires either online or offsite learning experiences which may be held outside of the regular school day (as specified in the course description). I further acknowledge that both my child and I understand and will fulfill the obligations of the School District of Neillsville's Internet/Technology Acceptable Use Policies.

As the parent/legal guardian of this student, I understand and give permission for the School District of Neillsville to save and share information about my child. This information will be shared with the school or company who is providing the course for registration, course progress, course completion, and grading purposes and may include demographic information such as age, race, and home contact information; upon completion of the course, the school district will receive copies of the information for my child's student record and transcripts. Additional information may be collected for reporting to funding agencies. Such information will not include the student's name and other personally identifiable information or home contact information, but may include family income level, race, or whether the student is gifted or talented or receives district services such as special education or ESL programming. I further understand that researchers such as those working with the University of Wisconsin, Wisconsin's Department of Public Instruction or the United States Department of Education may be studying this program, and that non-distinguishing information may be shared for these purposes.

Course Information:

> *Will be explained by the instructor upon the first meeting/session or prior to class starting via email communication. Students must regularly check college email and SIS Platforms.*

Other Important Information regarding this course:

> ****_If student fails, is disciplinarily removed or elects to drop a course, student/guardian will be responsible for the district's cost of the course, which could be up to the full cost of the course and not allowed to register for additional extended courses until fees have been paid._**

Signed: _____   **Date:** _____

☐ Parent ☐ Legal guardian ☐ I am a student of legal age (18 years or older)

Return signed form to the Guidance Counselor

Course Title	HS/ECCP/ Start College Now/ HS Academy	Distance Learning/Online/ In Person

**Should the Course Requirements not be met, the student will be responsible for all expenses determined after the start of the semester.

<u>**Note:**</u> This document is valid only for the course listing provided. Each course is delivered as an independent instructional experience and requires independent parental approval.