



# MADISON COLLEGE

## Course Options Instructional Guide

In 2013, the state of Wisconsin passed Wisconsin Act 20 replacing Part-Time Open Enrollment with a new statewide program called Course Options. Course Options allows high school students enrolled in a public school district the opportunity to take up to two courses in a semester from charter schools, institutions of higher education, and approved nonprofit organizations. Unlike Youth Options, there is no total course or credit limit; however, seats must be available in the desired course, prerequisite requirements must be met, and parent/guardian permission must be granted. Visit [courseoptions.dpi.wi.gov](http://courseoptions.dpi.wi.gov) for additional information.

### WHAT ARE THE STUDENT'S RESPONSIBILITIES?

1. Apply for Course Options by submitting an application to Madison College. A total of 2 courses in a semester may be taken.
2. If under the age of 16, complete additional paperwork found at [madisoncollege.edu/underage-registration](http://madisoncollege.edu/underage-registration).
3. Register for Madison College classes that are approved by Madison College and the student's school district.
4. Attend Madison College classes, even if the high school district is not in session.
5. Abide by all the rules, regulations and policies as outlined in Madison College's Student Code of Conduct.
6. Provide high school grades received through the Course Options Program. Students may view grades and their unofficial transcript in their myMadisonCollege Student Center.

Questions concerning special education services are handled on an individual basis. Discuss your plan with your school counselor. If you are seeking any assistance from the technical college because of a disability, you must notify your high school counselor as well as Disability Resource Services at Madison College.

Madison Area Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities.

Madison College fully complies with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and its amendments, all of which prohibit discrimination on the basis of disability in the admission, access to, or participation in programs or activities. Madison College provides a wide range of supplemental services to ensure reasonable accommodations to the known physical or mental limitations of qualified individuals with disabilities.

### WHAT ARE THE PARENT'S RESPONSIBILITIES?

1. The student's compliance with the compulsory school attendance law - A Course Options student remains enrolled in high school regardless of enrollment at Madison College. If the student withdraws or stops attending one or more Madison College class(es), the student must return to high school for that portion of the student's education and comply with Wisconsin's compulsory attendance law.
2. The student's transportation to and from Madison College - The parent/guardian of a pupil who is attending Madison College and is taking a course(s) for high school credit may apply to DPI for reimbursement if the parent/guardian is unable to pay.
3. Contact student support services - Notify Disability Resource Services at Madison College if your child has a disability at least 30 days prior to the start of the course.

### WHAT ARE MADISON COLLEGE'S RESPONSIBILITIES?

1. Approve or deny the student's application, based on:
  - a. If the student meets course(s) prerequisites.
  - b. If the course has space available.
2. Provide resident school board with estimated costs for course(s).
3. Submit approved applications to resident school district.
4. Bill the resident district 50% of the tuition charged for the course, plus 100% of any fees and/or book costs.

### WHAT ARE THE RESIDENT SCHOOL BOARD'S RESPONSIBILITIES?

1. Approve or deny the student's application, based on:
  - a. The program conflicts with the student's IEP.
  - b. The course(s) does not conform to or support the student's Academic and Career Plan (if any).
  - c. The course(s) does not satisfy a high school graduation requirement.
2. Pay 50% of program fees and 100% of book, material, security, and supplemental fees.

*Continued on reverse.*

## STUDENT CONDUCT:

Madison College is an adult learning environment. Students are expected to conduct themselves as adults, in a manner that does not interfere with the educational process, endanger the safety or welfare of other students or staff, or represent a violation of established statutes, ordinances or public laws.

All coursework is *college-level*. Students have an obligation to conduct their academic work according to college standards. Course Options students are expected to:

1. Participate in class.
2. Attend class, even if the high school district is not in session.
3. Complete homework by due dates given by the instructors.
4. Seek help from the instructor if needed.
5. Keep in frequent contact with the high school counselor.
6. Seek help from Disability Resource Services, if applicable, at least 30 days prior to the start of the course(s).

## STUDENT RECORDS:

The Family Educational Rights and Privacy Act of 1974, as amended, govern the release of information to the public.

Records are not released to parents. Students can see their record online in their myMadisonCollege Student Center by viewing their unofficial transcript or ordering an official [Madison College transcript](#).

## GRADING:

Grades are given a point value to determine grade point average:

- A = 4 points
- AB = 3.5 points
- B = 3 points
- BC = 2.5 points
- C = 2 points
- D = 1 point
- F = 0 points
- I = Incomplete
- W = Withdrawal
- AU = Audit
- S = Satisfactory
- U = Unsatisfactory
- P = Pass (Basic Education courses)
- NG = Not Graded (Community Service Courses)
- WNA = Withdrawn/Non-Attendance

Most postsecondary institutions require a grade of C or better when evaluating coursework for transfer. Students who do not earn a grade of C or better in a course may need to repeat the course to meet the requirements of a postsecondary institution.

A student's Madison College record is confidential and is not released from the college except by proper authorization from the student. Official transcripts can be ordered through the myMadisonCollege Student Center.

## ATTENDANCE:

The parent/guardian is responsible for student attendance and the student's compliance with the compulsory school attendance law, under § 118.15(1)(a), wis. stats.

Students are expected to attend all classes and meet course syllabus requirements for attendance and participation.

## WITHDRAWAL POLICY:

Once enrolled, students who wish to withdraw from Madison College must complete this request via the myMadisonCollege Student Center or contact the Enrollment Center at (608) 246-6210.

Once the student has registered for a course, dropping a course is his/her responsibility. Failure to do so will result in a failing grade which will affect grade point average and future financial aid eligibility following high school graduation. The sponsoring high school is responsible for the cost of the course regardless of the reason for needing to withdraw. Not attending class does not automatically withdraw a student.

Note: For more information on Madison College's refund policy, visit [madisoncollege.edu/refunds](http://madisoncollege.edu/refunds).

## QUESTIONS?

Questions about Course Options opportunities at Madison College should be directed to the Enrollment Center at [EnrollmentServices@madisoncollege.edu](mailto:EnrollmentServices@madisoncollege.edu) or (608) 246-6210.