



iCAP Implementation Guidelines

iCAP Course Enrollment Approval and Denial

IC 20-30-16-5.b If an eligible student requests to enroll in a course access program course, the school corporation shall, not later than fifteen (15) days after the date the eligible student submits the request to the school corporation, notify the student's parent or emancipated eligible student of the following:

- (1) Whether the school corporation approves or denies the request.
- (2) If the school corporation denies the request, information explaining that the parent or student may appeal the school corporation's decision to the department.

If the school corporation fails to notify an eligible student's parent or emancipated eligible student within the time period established under this subsection, the eligible student is automatically approved for enrollment in the course access program course.

IC 20-30-16-5.c A school corporation may deny an eligible student's enrollment in a course access program only for the following reasons:

- (1) The eligible student's enrollment in the course access program course would exceed the requirements for a normal full course load at the school corporation.
- (2) The cost of the course access program course is unreasonable.

However, a school corporation may not deny enrollment of an eligible student under subdivisions (1) and (2) if the eligible student agrees to pay the cost of tuition for the applicable course access program course.

IC 20-30-16-5.d If a school corporation denies a student's enrollment in a course access program course under subsection (c), the school corporation shall notify the department, in a manner prescribed by the department, of the reason the student was denied enrollment under subsection (c).

IC 20-30-16-5.e If a school corporation denies a student's enrollment in a course access program course under subsection (c), the parent of an eligible student or an emancipated eligible student may appeal the decision of the school corporation to the department in a manner prescribed by the state board.

IC 20-30-16-5.f The department shall: (1) review the school corporation's denial under subsection (c); and (2) provide a final enrollment decision; within seven (7) calendar days of receipt of the appeal.

The Department's Appeal Process

1. In the event a school denies a student enrollment in an iCAP course, the school must notify the emancipated student or parent of their right to appeal the denial to the Indiana Department of Education and send them the appeal form within 15 days of when the student submitted the course request:
 - [English](#)
2. If the school corporation fails to notify an eligible student's parent or emancipated eligible student within the time period established under this subsection (15 days from the student request), the eligible student is automatically approved for enrollment in the course access program course.
3. The iCAP Point of Contact will [notify the Department](#) of the denied enrollment and the reason.
4. Upon receipt of the school's response and the student appeal, the appropriate IDOE personnel will review both forms and make a final enrollment decision. The appeal decision and explanation will be sent to the emancipated student/parent and the school within 7 calendar days of the receipt of the appeal.

Awarding Credit for iCAP Courses

IC 20-30-16-9 A school corporation shall:

1. Count successfully completed course access program courses toward the requirements of a diploma; and
2. Include credits earned and grades received for any iCAP courses taken under this chapter on a student's transcript.

Payment Schedule

IC 20-30.16.10 (a) Subject to subsection (c), the department and an authorized course provider shall negotiate a course access program course tuition fee for an enrolled eligible student for each course offered and all course materials. The negotiated course access program course tuition fee must be identical for every enrolled eligible student. Transfers of tuition payments for enrollment of an eligible student currently enrolled at an applicable school corporation in a course access program course shall be made to the authorized course provider by the school corporation in which the eligible student is enrolled. The amount of the tuition payment for enrollment of an eligible student in a course access program course must be paid from the total amount of state tuition support that would otherwise be received by the school corporation on account of the

student. The state board shall adopt rules under [IC 4-22-2](#) for payment of tuition payments from a school corporation to an authorized course provider for a student who is not currently enrolled in the school but enrolls in a course access program course as part of the eligible student's special education services provided by the school corporation. The department may charge the negotiated course access program course tuition fee to a student who enrolls in a course access program course from an eligible provider if the student is not currently enrolled in a school corporation or is otherwise eligible to enroll in the course access program as part of the student's special education services by the school corporation.

(b) A course provider may not receive any payment from the school corporation that is in addition to the tuition fee for a course access program course in which an eligible student is enrolled. Any other funds related to the student that are due to a school corporation shall be paid to the school corporation.

(c) Payment in full of a tuition fee for a course access program course must be based in part on student success in the course access program course. The department may negotiate with the course provider to determine the manner in which the course provider is paid. However, the course provider may not receive less than fifty percent (50%) of the tuition fee upon an eligible student's enrollment in a course access program course. The course provider shall receive the remaining amount if the measured student outcomes for the course access program course meet requirements set by the state board.