

# EARLY COLLEGE CREDIT PROGRAM (ECCP) REQUEST PROCESS

1. Meet with your School Counselor. As a part of the Academic and Career Planning (ACP) process, you will converse with your school counselor to review the ECCP and discuss your course request(s) (alignment with ACP, future goals, etc). **\*NOTES: The requested course cannot be comparable to another course at BCHS/BEHS; A student cannot participate in the ECCP and the Start College Now (SCN) Program at the same time.**
  - a. Review the Request Process (this sheet). **Be sure you sign the agreement at the bottom of this page.**
  - b. Ask your counselor if the course(s) has/have been approved by the Board in the past. If a course has been approved by the Board in the past, note that you do not have to speak with the high school department chair (see step 3 below) about that specific course.
2. Research and attach to the packet the following information from the university(ies).college(s) to which you are applying. Access the requested information via each institution's website. If additional questions exist, call the specific institution contact on provided contact sheets.
  - a. Course name(s) and number(s)
  - b. Course description(s)
  - c. Cost of tuition & fees per course (as applicable)
  - d. Cost of textbook/materials
3. IF a course you are requesting has not been Board approved in the past, you must converse with the high school department chair of the course subject (e.g, math, social studies, etc.). Ask the student services office at BCHS/BEHS to inform you of the staff member's name. This conversation/meeting must occur in time for you to return everything to your school counselor prior to the dates below.
  - a. Bring the following information to the meeting with the department chair: **Course description** for each requested course and School District of Elmbrook **ECCP Request Form** (attached).
  - b. Ask the department chair to review your request with the course description provided.
  - c. Ask the chairperson to initial and print his/her name for the course(s) *to acknowledge the course is not comparable to any School District of Elmbrook course(s).*
4. **FINAL STEP: ONLY complete after Steps 1-3 are completed.**
  - a. Complete the ECCP University/College Application Form(s) and include a parent/guardian signature as well as the Elmbrook Schools ECCP Application Form. **\*NOTE: complete ONE form for each college/university you will apply to.**
  - b. Return the completed Early College Credit Program Packet to your school counselor no later than **Oct. 1st** for spring semesters and/or **March 1st** for fall semesters.

## **LATE ECCP REQUESTS WILL NOT BE ACCEPTED!**

By Accepting this packet of information, I understand my responsibility to complete the process steps/procedures as noted above (e.g., *contact* the college(s), *submit* the completed ECCP Packet by the indicated deadlines). In addition, I understand if I fail the course or do not complete the course, I will be expected to pay all costs associated with the course.

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Student Signature

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Date

### **Early College Credit Program (ECCP) Packet of Information Contains:**

1. ECCP Request Process
2. ECCP Request Form
3. ECCP Course Description
4. Elmbrook Schools ECCP Application Form(s)
5. ECCP UW System Application Form(s)
6. ECCP UW System: Institutions Contact List
7. ECCP Final Checklist
8. ECCP 'After Board Approval' Process and Contact Information
9. ECCP Textbook Option Information

For more information on Early College Credit Program visit: <https://dpi.wi.gov/dual-enrollment/eccp>