



## iCAP Appeal Process

### iCAP Course 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.

## 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.