



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

iCAP Implementation Guidelines

iCAP Course Approval and Denial

20-30.16.5.b A school corporation may disapprove an eligible student's enrollment in a course access program only for the following reasons:

1. The course provided by the course provider is not in furtherance of the eligible student's graduation or certificate requirements.
2. The eligible student's enrollment in the iCAP course would exceed the requirements for a normal full course load at the school corporation.
3. The course access program course is logistically infeasible.

20-30.16.5.b.3 A school corporation "may not deny enrollment of an eligible student under subdivision (3) if the eligible student agrees to pay the cost of tuition for the applicable course access program course."

20-30.16.5.c If a school corporation denies a student's enrollment in a course access program course under subsection (b), the school corporation shall notify the student's parent or emancipated eligible student of the parent's or student's right to appeal the school corporation's decision to the department. 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 department. The department shall review the school corporation's denial under subsection (b) and provide a final enrollment decision within seven (7) calendar days of receipt of the appeal.

The Department's Appeal Process

Upon receipt of an appeal, the department will send the student's iCAP point of contact a link to a form for further details/justification from the school. The school will have 3 business days to complete and submit the digital response. If the school does not submit a response in 3 business days, they cannot contest the appeal based on any lack of information.

Upon receipt of the school's response, the appropriate department personnel will review both surveys and make a final enrollment decision. The appeal decision and explanation will be sent to the emancipated student/parent and the school.

Awarding Credit for iCAP Courses

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

20-30.16.10.a-c The school corporation will pay approved vendors for courses taken by eligible students at the rate indicated on the iCAP portal. Per statute, the school corporation will pay for course fees from state funds received for that student.

At enrollment, 50% of the course fee will be paid to the provider by the school where the student is enrolled. The course provider shall receive the remaining amount from the school if the student attains completion thresholds established by the department. (See below.)

The balance of the course fee will be paid to the provider when the following conditions are met.

- Student has attempted at least 70% of the assignments or 70% of the available points in the course.
- Student has attempted the final assessment, course capstone project, or other culminating assignment in the course.

Since student success is the result of a joint effort between course providers and the local school, full payment for a course could occur even if a student does not earn credit for the course. The goal of this arrangement is to ensure responsibility for student success does not fall disproportionately on the course provider or on the school and that there is no downward pressure on the academic rigor of courses offered through iCAP (which would be the case if full payment was offered only for students who earned credit).

Student success measures published on the iCAP site and published at least annually will include aggregated completion rates and student grades for each course.