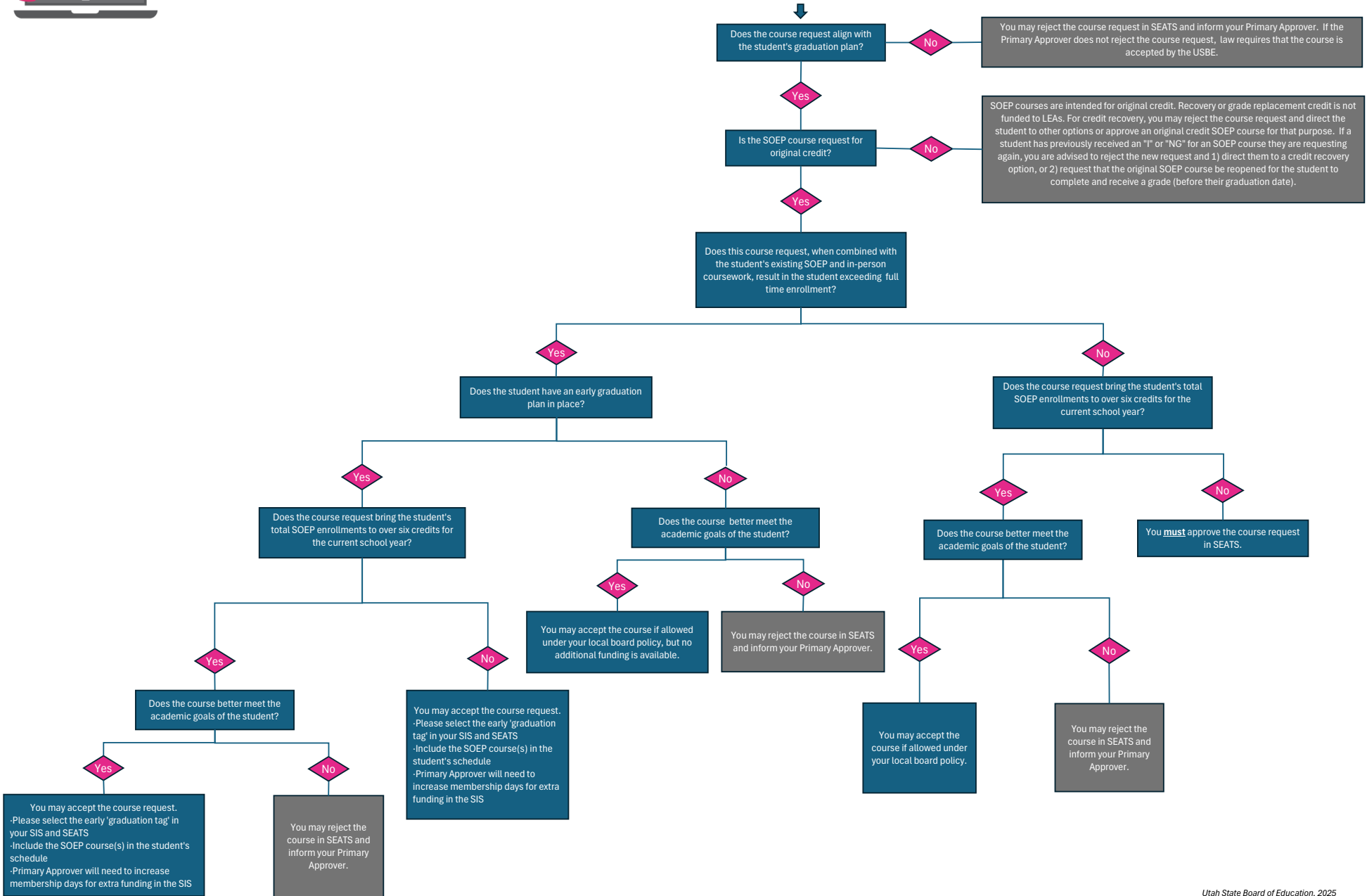




Statewide Online Education Program

SOEP Course Request Decision Tree





SOEP Course Request Scenarios

Full-time enrollment is defined locally. For most LEAs, full-time-enrollment is defined as 8 credit hours taken across one full academic year. However, this value may differ locally.

Scenario 1: Over the course of one year, the student is enrolled for 6 credit hours through their LEA and 2 credit hours through the SOEP.

This student is not over enrolled. With a total of 8 credit hours, the student meets full-time enrollment. The LEA *must* accept the student's SOEP Course Credit Acknowledgments (CCA)/course requests.

Scenario 2: Over the course of one year, the student is enrolled for 2 credit hours through their LEA and 6 credits with the SOEP.

This student is not over enrolled. With a total of 8 credit hours, the student meets full-time enrollment. The LEA *must* accept the student's SOEP course requests.

Scenario 3: Over the course of one year, the student is enrolled for 0 courses with their LEA and 8 credits with the SOEP.

With a total of 8 credit hours, the student is not over enrolled, and the LEA must accept 6 SOEP credits. While the LEA may reject the two credits exceeding six, it's important to recognize that students often choose a full SOEP course load because those courses better meet their needs (mental/physical health concerns, school bullying, transportation issues) or their academic goals. The LEA receives full funding for all 8 credits and retains funding for their services. Ultimately, the LEA will determine with the student if more than 6 SOEP credits annually best supports their academic plan.

Scenario 4: Over the course of one year, the student is enrolled for 6 credit hours with their LEA and 3 credit hours with the SOEP.

This student is "over-enrolled," because the total credits requested (9) exceeds "full-time enrollment," if we assume that full-time enrollment is 8 credit hours. The LEA has a few options.

1. If these courses support an early graduation plan, the LEA may accept all three SOEP credit hours and draw down additional funding by:

- a. Putting an early graduation plan in place with the student.
 - b. Selecting “early graduation” in their SIS and SEATS.
 - c. Increasing membership days for the student, thus funding the additional credit hour.
 - d. Ensuring that all SOEP courses are entered as a SOEP course in the student’s course enrollment schedule, not using “release time” or a similar “placeholder” entry.
2. The LEA *must* accept two of the three SOEP credit hours, and they *may* reject the SOEP course request which has placed the student over full-time enrollment. No additional funding is necessary. The student remains fully funded.
 3. The LEA may accept all three credits and choose not to draw down additional funding.

Scenario 5: Over the course of one year, the student is enrolled for 4 credit hours with their LEA and is requesting 7 credit hours with the SOEP.

Approval of this many SOEP credits will cause the student to be “over-enrolled”. The LEA has a few options:

1. They can accept all seven credit hours and draw down additional funding as described in Scenario 4 (1 (a-d.)
2. The LEA *must* accept the SOEP course requests up to full-time enrollment (4 credit hours), and they *may* reject the three credit hours that place the student over full-time enrollment.
3. They may accept all SOEP course requests and not draw down additional funding. The LEA will pay for credit hours above full-time enrollment out of existing funding for the student.

Scenario 6: The student - while still within the LEA's withdrawal period - requests an online course for which they are enrolled for the upcoming semester (or current semester) at their LEA. The student is currently enrolled for the exact same course as they are requesting through the SOEP.

LEAs are required to consider this as a request to withdraw the student from the physical course as evidenced by the request for the same SOEP online enrollment. In this case the LEA *must* accept the online course and drop the student from the physical course. No additional funding is needed.

Notes:

1. It should be noted that rule and statute require LEAs to accept SOEP course requests up to six online credit hours– if it does not place the student over full-time enrollment. However, if the student wishes to enroll in more than six online credit hours, the LEA has the option of rejecting hours above six.

2. When student’s course enrollments go over the full-time threshold, the LEA determines whether to accept SOEP course requests that “push” the student beyond full-time enrollment. If they elect to fund the request over full-time enrollment, funding is available to the LEA by:

- a. Putting an early graduation plan in place with the student.
- b. And selecting “early graduation” in their SIS and SEATS.
- c. And increasing membership days for the student.
- d. And ensuring that all SOEP courses are entered as a SOEP course in the student’s course enrollment schedule, not using “release time” or a similar “placeholder” entry. SOEP CACTUS core codes are as follows:

SOEP Davis Connect:

Course Code: 25-01-00-00-059

Cactus ID: 795093

SOEP Mountain Heights Academy:

Course Code: 25-01-00-00-055

Cactus ID: 769330

SOEP Canyons District:

Course Code: 25-01-00-00-051

Cactus ID: 769326

SOEP Utah Online (Washington District):

Course Code: 25-01-00-00-050

Cactus ID: 769325

SOEP Innovation Online:

Course Code: 25-01-00-00-060

CACTUS ID: 819423

SOEP Utah Virtual Academy:

Course Code: 25-01-00-00-052

Cactus ID: 769327