

### **MPS Rigorous Course Waiver Procedure**

- 1) Counselor meets with student to go over schedule and cross check against Pre Approved Rigorous Course List
- 2) If a course is not on the list, Counselor will advise student that a Rigorous Course Waiver will be needed to grant high school credit for the course. Counselor will provide a list of alternative courses that are pre-approved to the student.
- 3) If the student chooses a non-approved course, the Counselor will give the student the Rigorous Course Waiver Application form and instruct the following:
  - a. The Student must completely fill out the top of the form with all information requested.
  - b. The Parent must sign the form consenting to the waiving of any academic standards to be waived if the application is approved.
  - c. The Student must return the form to their site counselor by March 1 for fall courses and November 1 for spring courses.
- 4) Upon receiving the application, the Site Counselor must submit a copy of the application via email to the District Lead Counselor ([Kelsey.Clark@mpls.k12.mn.us](mailto:Kelsey.Clark@mpls.k12.mn.us)) and the Director of Secondary Education ([Naomi.Taylor@mpls.k12.mn.us](mailto:Naomi.Taylor@mpls.k12.mn.us)) or designee within 5 business days of receiving the application.
- 5) The Director of Secondary Education or designee will make a determination of whether or not the application is approved within 10 business days of receiving the application.
- 6) The Director of Secondary Education or designee will email a copy of the determination to the Site Lead Counselor, the District Lead Counselor, the District Content Specialist and the applicant.
- 7) A positive determination requires the District Lead Counselor to add the course to the published list of pre-approved courses.
- 8) A negative determination will require the Director of Secondary Education or designee to provide a statement of why it is not approved including a list of standards not adequately met.

#### **APPEALS:**

- 1) The Student may appeal with the consent of a parent via email or standard mail to the Chief Academic Officer ([Susanne.Griffin@mpls.k12.mn.us](mailto:Susanne.Griffin@mpls.k12.mn.us)) within 10 business days of the receipt of the denial.
- 2) The CAO has 10 business days to affirm or deny the appeal in writing via email or standard mail.
- 3) The Student, with consent of the parent, may appeal the CAO decision to the Superintendent within 5 business days upon receipt of the CAO's decision.
- 4) The Superintendent has 5 business days to affirm or deny the appeal in writing via email or standard mail.
- 5) The Student, with consent of the parent, may appeal the Superintendent's decision to the Board of Directors by petition delivered to the Clerk of the Board ([Jesse.Winkler@mpls.k12.mn.us](mailto:Jesse.Winkler@mpls.k12.mn.us)).