

Sheffield-Sheffield Lake City School District

Credit Flexibility Guidelines

Credit Flexibility is any alternative coursework, assessment or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective.

The school district will communicate the aspects of the Credit Flexibility policy and program on the district website and in the student handbook at the high school. Counselors will also present the information at the 8th grade parent orientation night.

Application:

Any student and/or parent may apply for credit to be awarded through Credit Flexibility. The student and/or parent will submit an application on the district Credit Flexibility Application form. All required information must be provided. The student and/or parent may be required to provide supporting documentation as determined by the Guidance Counselor, Principal or Designee of the Principal. Applications are due on the first of June and the first of December

Review of Application:

The application will be reviewed by a committee designated by the Principal or Designee of the Principal. The Principal or designee will consult with the related department prior to approval. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. An appeal may be made to the superintendent or designee should a student's proposed alternative learning credit be denied.

Awarding credit:

The student will be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Principal or Designee of the Principal. The following standards and guidelines apply to credit awards:

- The total number of credits that may be awarded is not limited.
- The credit may count toward a related course requirement for graduation as approved by the Principal or designee. Credit may count toward credit required in a subject area or for a related elective.

- The student will be awarded a single Carnegie Unit for 120 hours engaged in learning, as approved by the Principal or Designee of the Principal. The Principal or Designee of the Principal may also award a Carnegie Unit for intensive activities in the amount approved based upon the equivalence to a 120 hours course. In any case, fractional units may be awarded.
- The Principal or Designee of the Principal may award a Carnegie Unit or partial unit for any assessment that demonstrates acceleration past any related course offered Brookside High School.
- The student will be awarded a Carnegie unit or equivalent fraction of a Carnegie unit for credit that substitutes for required courses. The credit shall be equivalent to the course credit offered at the school provided that the student demonstrates proficiency through an assessment, performance or work product as required by the Principal or Designee of the Principal.
- Credit can be earned simultaneously for: 1) secondary and post secondary credit; 2) academic and career technical experiences, or 3) more than one academic content/course area.
- As approved, credit may be earned from other districts and other educational providers (including on-line providers).
- If a student is a transfer from another district and the student has not completed credit approved by the other district, the Principal or Designee of the Principal shall consider this a new application for credit. The Principal or Designee of the Principal may consider partial completion toward partial credit or toward total credit (if completed).
- Credits completed in another district before transfer to Brookside High School shall count as graduation credits as awarded by the sending district. The Principal or Designee of the Principal may review the transfer credit to determine substitution for specific courses or adequacy as a pre-requisite course.
- Applications are due on the first of June and the first of December..
- Tests or assessments used to determine advancement and course credits will be available annually in August and December due to planning for the subsequent school semesters. If a test or other assessment is used the student must score at an 80% or better level to receive credit and advance. The student failing to achieve this score may not apply for the assessment for the same course credit until four months after the date of the initial assessment. Any assessment for a particular course credit may only be attempted two times.

Determining Grades:

- All Credit Flexibility course credit will be reported as a Pass/Fail grade unless the student chooses to be awarded a letter grade. The grades will not be weighted. The letter grade, to be posted on the transcript and included in the student's G.P.A., will be awarded as determined by the Principal or Designee of the Principal.
- If a student fails to complete the alternative coursework, activity, assessment or performance in a reasonable time period as determined by the Principal or Designee of the Principal the approval to pursue the proposed credit will be revoked and a failing grade reported. The failing mark will be included on the transcript and calculated into the student's grade point average.
- The grade must be posted before the credit can count toward graduation, including early graduation.
- If a student is unable to complete the credit due to illness (with a medical excuse) or other valid reason the Principal or Designee of the Principal may extend the time permitted or revise the requirements. If the student does not intend to complete the credit and there has been an illness or other good reason the application may be revoked by the Principal or Designee of the Principal without posting a failing grade.
- Should a student transfer to another district in Ohio, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

Access

This policy does not in any way prohibit access to on-line education, postsecondary options or services from another district approved by the board.