

**WYANDOTTE PUBLIC SCHOOLS**  
**PROCEDURES**  
Credit Options

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**2000.02**

**Traditional Credit Acceptance Options**

**Public Schools and/or Private Schools:**

- Credit will be accepted from students who transfer in from public or private schools once the transferring school provides a certified transcript and gives assurance of compliance with minimum requirements established by the state in which the school resides.
- Grades awarded for courses taken at a Public Schools approved by a State Board of Education shall be entered onto a student’s transcript and considered for class ranking.
- Grade will be identified as *transfer credit* on the student transcripts.
- Grades earned through **an alternative** schedule format from a public or private school will be evaluated for equivalency on an individual basis.

**Home-schooled Students**

- For credit to be considered for acceptance, the home-schooled student must be officially registered with the Michigan Department of Education as a home-schooled student.
- Credit for course work completed in a home school setting *may* be considered for approval and placement on a student’s transcript as defined by policy/procedures.
- Grades from home school courses *may* be entered on a student’s transcript and considered for class ranking.

**Dual Enrollment**

- Students in grade 11 or 12 are eligible to enroll in post-secondary courses as follows:
  1. Must be enrolled in at least one high school class and must take a total of at least 7 courses combined (i.e., 4 high school courses and 3 college courses; or 6 high school courses and 1 college course, etc.).
  2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Qualifying Score
PSAT	Critical Reading	44
	Writing Skills	49
	Mathematics	45
PLAN & ACT	Mathematics	18
	Reading	17
	Science	19
	English	21
MME	Reading	Level 1 or 2
	Writing	Level 1 or 2
	Mathematics	Level 1 or 2
	Science	Level 1 or 2
	Social Studies	Level 1 or 2

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3. Eligible students may take courses for which there are no assessments, such as computer science, foreign language, psychology, etc., as long as they have taken all sections of the MME, ACT, PLAN, or PSAT.
  4. Enrollment must occur during the District's regular academic year in either the August, or January semester.
  5. Student may only enroll in courses not offered by the District or not available, due to a scheduling conflict.
- The District will pay a percentage of the post-secondary tuition and course-related fees (excluding textbooks and transportation). This percentage will be determined by the per pupil amount of State School Aid received by the District, per semester, and the proportion of time the student attends the post-secondary institution.
  - The pupil is no longer eligible to Dual Enroll once all high school requirements are met.
  - In the event the pupil does not complete a course or gain credit, the student's family is responsible for reimbursement of the School District for the entire bill/cost (minimum of a "C" grade in each class).
  - Students who wish to pursue this Dual Enrollment option should see their counselor prior to the beginning of the school year for an application as follows:
    - Deadlines for application: 1<sup>st</sup> Semester – June 1<sup>st</sup>; 2<sup>nd</sup> Semester – December 1<sup>st</sup>.
    - Some universities have different deadlines; it is the student's responsibility to confirm with the university's deadline.
  - Guidelines for issuing high school credit for a college course:
    - 1 or 2 college credits - .25 credit unit
    - 3 college credits - .5 credit unit
    - 4 college credits - .75 credit unit
    - 5 college credits – 1 credit unit

**Retaking a Class to Improve Skills**

- A student may elect to retake any course for an **elective credit** in which they earned a grade of C or lower for the purpose of building their skills and knowledge.
- Students will receive an elective credit for retaking a course and the grade will be calculated into their grade point average. The original course and grade will remain as part of the permanent record.
- The class will be designated with an R (Repeat) in whatever it may be (e.g. "R Geometry").
- If the course to be retaken is a Michigan Merit Curriculum (MMC) course, students must retake an MMC aligned and equivalent course.
- If the course to be retaken is not an MMC course, students DO NOT need to retake an MMC aligned and equivalent course.
- Students will be responsible for all course costs and fees.

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**Testing Out**

- When accepting Testing Out credits options, the credit awarded must meet State-mandated requirements as outlined in the **Graduation Requirement Policy/Procedures**.
- Before a student requests to test out, a meeting must be held with the counselor to discuss the ramifications. The intent of testing out is to provide advanced students with options beyond what they might have if required to take courses in which they have already mastered the materials. The Principal, with input from the counselor, shall make a recommendation to either allow or not allow the student to test out based upon past performance, standardized testing, and other pertinent information. Parent approval will be required.
- Students will be given one opportunity to test out of any course.
- Students MAY NOT test out of a course in which they have previously lost credit.
- Credit will not be granted for a non-mandate course in a subject area lower in course sequence than one for which the student has already earned credit.
- Receiving credit:
  - Credit is earned by passing a course with a grade of C+ or better.
  - Credits earned in this manner will not impact GPA and will be recorded on the transcript as “T.O. Course” for Tested-Out and a “G” grade will be recorded (NO exceptions).
- Allowable courses: Any course offered at RHS is available for testing out; however, each department will provide a syllabus so students know what the test will cover and what other additional items (demonstration, research papers, portfolios, etc.) will be required as part of the comprehensive evaluation. A textbook will be made available, if necessary. The syllabus will include:
  - A list of reading materials (where appropriate)
  - A copy of the class curriculum
  - An outline of the final exam and scoring rubric.

**Alternative Credits Options**

**Note:** A student may take alternative credit options for a combined maximum of 4 units (8 classes) of credit recovery classes, summer or after/school classes, correspondence classes, or outside adult education or programs at other accredited schools to be applied to their RHS graduation requirements.

**Summer School and/or After School Classes**

- The school/program must provide the District with an official transcript/grade report before credit/grades can be placed on the student’s transcript.
- Grades awarded for summer school courses and/or after school classes taken at another school district shall be entered onto a student’s transcript and considered for class ranking.

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- Principal/Counselor must approve course selection prior to enrollment.
- Students will be responsible for all course costs and fees.

**Correspondence Courses**

- The school/program must provide the District with an official transcript/grade report before credit/grades can be placed on the student's transcript.
- Grades from correspondence courses will be entered on a student's transcript and considered for class ranking.
- Principal/Counselor must approve course selection prior to enrollment.
- Students will be responsible for all course costs and fees.

**Credit Recovery**

- Students seeking to make up credit must receive pre-approval by the Principal.
- Students failing the Michigan Merit Curriculum (MMC) are required to recover credit by enrolling in a MMC aligned and equivalent course(s) either at RHS summer school; RHS after-school credit recovery program during the school year; online coursework through Michigan Virtual School, or as otherwise pre-approved by the Principal; outside adult education; or programs at other accredited schools.
- Students failing an elective course (non-MMC) DO NOT need to take an aligned and equivalent course but DO need to recover credit in an accredited program that is pre-approved by the Principal.
- Students may enroll in a credit recovery program if they failed the required course at RHS or if they need elective credit in order to make up the total number of credits needed for graduation.
- Credit recovery classes are NOT for testing out, acceleration, or to improve an existing grade of C+ or better.
- Students are allowed to re-take a course that they failed during the school year. Failed course grades remain a part of a student's permanent record.
- Students will be responsible for all course costs and fees.