



**Salt Lake City School District
Application for Credit Review
Work Completed at an Unaccredited Institution**

We appreciate the opportunity to work with you in the process of credit evaluation. These guidelines provide an avenue to insure equity and fairness to all students when evaluating credit earned at institutions not falling under the direct supervision of the Salt Lake City School District or institutions that are not accredited by Cognia (formerly AdvancEd).

Credit Evaluation:

Credit earned at a school accredited by the Utah State Board of Education (USBE), Cognia, or other supplemental providers approved by USBE is accepted at face value in the SLCS D schools.

Credit earned in another country and recorded on an official transcript should be sent to the Executive Director of Teaching and Learning. The transcript may be translated to help determine appropriate credit. The executive director will forward a letter with the review of credit to the appropriate high school registrar and send a copy to the parent.

Credit earned at non-accredited schools must be reviewed by the SLCS D Credit Evaluation Committee. The Committee meets quarterly during the school year (approximately October 15, January 15, March 15, and May 15) to review all submissions. For consistency and integrity, we ask that any submission be made **at least two weeks in advance** of the quarterly meeting.

Pre-approval of credit based on an outside course must also follow this format. ***Please note that the review and approval of the scope and sequence does not guarantee approval of the credit.*** Final approval of the credit will be granted after the portfolio student work has been reviewed at the end of the course.

Provisional approval of applications for a course or curriculum will be based on sections 1-3 listed below. Final approval will not be granted after the course is completed and section 4 is submitted to the committee, reviewed, and determined to be sufficient for the requested amount of credit. Students may submit work for review as they complete quarters or semesters based on the scheduled meetings of the committee.

The following items will be required prior to review by the credit evaluation committee. The applicant is responsible for completing all sections and submitting information.

Submit applications to Gwen Servan-Hensley, Executive Administrative Assistant in the Teaching & Learning Department (gwen.servan-hensley@slcschools.org).

Application Requirements:

Section 1: Credit request

1. Student name, grade, and boundary high school
2. SLCSO course being requested
3. Amount of credit being requested
 - Credit can be awarded as a 0.25, 0.5, and 1.0. No amount smaller than 0.25 will be awarded.
 - A credit hour is approximately equal to 180 hours of seat time and/or mastery of the grade level content.

Section 2: Description of non-District coursework being submitted

1. Substitute course title
2. Course outline (scope of work)
3. Instructor/evaluator name, qualifications, endorsements, etc.
4. Estimated total hours that were/will be spent in coursework by student
5. Number of days class was/will be held
6. Description of formative assessment during the course and how assessments and student work will be graded and maintained in a portfolio

Section 3: Correlation to Utah Core Standards

All work submitted must reflect the Utah Core Standards and objectives of the course and grade level for which credit is being requested.

1. List the standards for each course requested. Utah Core Standards can be found on the [UEN website](#).
2. Provide evidence and explanation of student competency that will demonstrate how each standard was/will be met.
3. Include a list of instructional materials used in the course.

Section 4: Evidence of Completed Student Work/Student Portfolio

1. Portfolio of student work (assessments, projects, journals, papers, etc.)
2. End-of-Level (EOL) tests, Criterion-Referenced Tests (CRT) and additional state, national, or industry certifications, if available.
3. Transcripts from the granting institution, if available.

If a student has an IEP or 504, please explain (1) how the standards or expectations agreed on by the SLCSO team are reflected in Section 3, and (2) how materials and instruction will support grade level learning and supplement unfinished learning.

The SLCSO Credit Evaluation Committee will determine student competency in relationship to the USBE standards. The committee will decide the amount of credit earned and make suggestions (if necessary) of additional evidence/assignments needed to fulfill the measure of the request (this may include passing content-specific tests if available).

Applicants will receive a notice of the committee decisions shortly after the quarterly meeting is concluded.

Please note that some committee decisions requiring additional competency testing may have a related fee (such as Career and Technical Education (CTE) Skill Certification Examinations).

Credit is awarded with a “pass (P)” and not a letter grade. A “pass” is not figured into the grade point average.

Activities that are not reviewed for credit:

- No credit is granted by SLCSO for military Basic Combat Training. Basic Combat Training does not align with any core curriculum from the USBE.
- Norm-referenced test scores such as the ACT, SAT, and IBTS. These assessments are indicators of student ‘rank and sort’, not individual competency.
- Advanced Placement (AP), Concurrent Enrollment (CE), or for Honors credit from institutions outside of SLCSO.

The SLCSO Credit Evaluation Committee cannot waive or substitute the citizenship requirements for graduation. Contact your local high school for additional information.

Appeals for denial of credit can be made by the parent/guardian of the student to the District Superintendent of Schools. Requests for appeal must be made to the credit evaluation committee in writing and submitted within ten (10) working days following the receipt of the committee decision by the requesting parties.

Credit Requirements for Graduation

Classes and credits are listed in [Board Policy I-2: Required Credits for Graduation](#).

Other Options for Credit

- College courses that fulfill Salt Lake City School District requirements
- Utah Statewide Online Education Program
- Utah Student Connect Consortium Classes
- BYU Independent Study Courses
- Supplemental providers approved by USBE
- State Demonstrated Competency Assessment offered in the [Granite District Testing Center](#). Credit for the assessment is only granted as a “Pass” and not a letter grade.

The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Tina Hatch, Compliance Officer, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578- 8351. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.