

EQUIVALENCY CREDIT FOR CAREER AND TECHNICAL EDUCATION COURSES

The Equivalency Committee

A centralized Equivalency Committee will be formed to evaluate new course equivalency requests. The committee will convene twice a year. The committee will be comprised of:

- Assistant Superintendent of Student Success
- Executive Director of Teaching and Learning
- Executive Director of Categorical Programs, Innovation, and Assessment
- Director of Career and Technical Education
- Director of Visual and Performing Arts, applicable
- Principal or Assistant Principal
- High School Counselor
- Content Specialist(s) (will vary)
- Curriculum coordinator for the content area involved

The Approved Equivalency List

The Equivalency Committee will annually review and publish a list of approved core academic and Career and Technical Education equivalencies (according to district policies) that may be used to satisfy school district graduation requirements. This list will be published and made available to the high schools for inclusion in their course catalogs each school year, and will be developed in accordance with the following guidelines:

1. Updates to the Approved Equivalency list will be made in accordance with the Criteria for Determining Course Equivalency section of this document and the Process outlined below.
2. Deletions of course equivalencies from the equivalency list will apply only to the following year's freshman and sophomore students. Students who will be juniors and seniors the year following publishing of the deletions will be allowed to finish high school under previously published equivalencies.
3. Additions of course equivalencies from the equivalency list will apply to all students for the following school year.

Process for Evaluating and Determining Course Equivalencies

Step 1: Request for Equivalency Evaluation

1. There will be two submission opportunities. The spring deadline is February 1. The fall deadline is November 1. Teachers are encouraged to submit in the spring to allow ample opportunity to address any gaps and resubmit in the fall.
2. Teacher(s) will need to submit
 - a. Request for equivalency documents
 - b. Course curriculum framework/map
 - c. Assessment outline
 - d. Any additional supporting documentation to their department chair and then to the building principal for signature and comment.
3. The principal will submit the request(s) to the Equivalency Committee by the specified deadline.

Step 2: Initial Evaluation: Screening of Request

1. For all equivalency requests, the equivalency committee will:
 - a. Identify the criteria required for equivalency as specified in the “Criteria for Evaluating and Determining Course Equivalences” section of these procedures.
 - b. Review the course syllabus and curriculum framework to determine if required EALRS/GLEs/PEs and other criteria are evident throughout the course.
 - c. Review course assessments to determine if students are demonstrating the required EALRS/GLEs/PEs for equivalency.
2. The committee will determine whether the course meets equivalency criteria for spring requests by February 15 or November 16 for the fall requests. The committee will make one of the following decisions during the Initial Evaluation regarding the equivalency request:
 - a. Meets Standard for Equivalency-course will be listed as an equivalency in the course guide for the following school year.
 - b. Does Not Meet Standard for Equivalency-feedback is given regarding gaps and areas that need to be addressed if an equivalency is to be requested again.

Step 3: Secondary Evaluation (For courses that did not meet standard in the February or November Initial Evaluations)

If the course did not meet standard for equivalency, the teacher(s) will have an opportunity to address the gaps and request another evaluation. Due dates for a secondary evaluation of the spring requests will be November 16 and for fall requests it will be November 23.

Step 4: Recommendation for Credit

For courses meeting equivalency criteria, the committee will recommend credit ranging from partial to full credit. The recommendation will be sent to the Superintendent for final action.

Step 5: Updating the District Approved Equivalency List

The approved list will be published by the committee no later than December 1 of the school year for inclusion in each school’s course catalog and will apply to the following school year. Deletion of equivalencies will apply only to the following year’s freshman students. Students who will be sophomores, juniors, and seniors that following year will be allowed to use the previously published equivalencies.