

DaVinci Academy of Science and The Arts

Policy Number: 207

Policy Section: 200 -Instruction Policy

TITLE: Demonstrated Competency

Revision History

Effective Date	Action Date	Revised
7 April 2014	New Policy	New Policy

Demonstrated Competency—Credit Evaluation Standards and Guidelines

Effective Date: 7 April 2014

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1. PURPOSE AND PHILOSOPHY

The Board of Education of DaVinci Academy (Board) establishes credit evaluation standards to insure equity and fairness to all students when evaluating credit earned from sources, course work, or education providers not falling under the direct supervision of the DaVinci Academy (District).

2. UNITS OF CREDIT

A unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with state course standards. In some cases, course credit may also be completed on a performance basis in which case assessment of mastery will be the responsibility of the Credit Evaluation Committee (comprised of Executive Administrator, high school counselor, and curriculum specialists). Credit can be awarded only once for a specific required course with the same content during the secondary school experience.

3. METHODS FOR EARNING CREDIT

The District may grant credit from among the following:

- 3.1. Successful completion of a course offered by the District; approved by the District taken outside of the regular school day or school year; approved by the District for concurrent enrollment and offered by an accredited post-secondary institution; or offered by correspondence or extension that is approved and accredited by the State of Utah.
- 3.2. Demonstrated proficiency by way of a District approved test developed by the State or District; performance appraisal; or portfolio; such assessment to be conducted and approved by the District Credit Evaluation Committee.
- 3.3. Successful completion of a course from an accredited secondary school, accredited special purpose school, accredited supplemental education school; or Utah Electronic High School.
- 3.4. Successful completion of a course from other credit sources with written approval of the District Credit Evaluation Committee prior to program enrollment.
- 3.5. Successful completion or demonstrated proficiency in an experimental program approved by the District Credit Evaluation Committee prior to program enrollment.

4. TRANSFER OF CREDIT

DaVinci Academy shall accept student credit and grades awarded to students from schools or providers accredited by AdvancEd/ Northwest or approved by the Utah State Board of Education without alteration.

5. CREDIT EVALUATION COMMITTEE

- 5.1. Credit Evaluation Committee findings will be based on the following forms of evidence:
 - 5.1.1. Course title and description
 - 5.1.2. List of instructional materials use

- 5.1.3. Student achievement (progress)
 - [a] Formative evaluations (sample)
 - [b] Summative evaluations (sample)
- 5.1.4. Correlation of course objectives with the Utah State Core Curriculum standards and objectives
- 5.1.5. Course length and student attendance
 - [a] Number of days the class met
 - [b] Normal class length
 - [c] Number of classes attended by the student
- 5.1.6. Grading criteria used
- 5.1.7. Teacher name, qualifications, certifications, endorsements, etc.
- 5.1.8. Course requirements for credit (representative sample of student work)
- 5.1.9. Copy of student records

- 5.2. In addition to the forms of evidence listed in 3 of this policy, students seeking credit may be required to demonstrate competency through end-of-level testing approved by the District in areas where competency tests are available

- 5.3. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.

- 5.4. The Credit Evaluation Committee will schedule four meetings per year for credit consideration. Requests for interim meetings may be made to the Committee and held at the discretion of the Chairperson.
 - 5.4.1. The school and student requesting credit consideration will be notified of the Committee's decision in writing no later than seven (7) working days following the Committee meeting.
 - 5.4.2. Approved credit from non-accredited institutions will be recorded on the student transcript. Grades will NOT be recorded and will NOT be considered in the student Grade Point Average (GPA).

6. APPEALS FOR DENIAL OF CREDIT

The decision to deny credit may be appealed by the parent/guardian of the student to the Executive Administrator or his/her designee. Requests for appeal must be written and submitted within ten (10) working days following the Credit Evaluation Committee's decision. This is the final administrative appeal.

DEFINITIONS

“Accreditation” means the formal process for internal and external review and approval under the Standards for the Northwest Accreditation Commission, a division of Advance Education Inc., (AdvancED).

“Formative evaluation” means evaluation to improve performance.

“Summative evaluation” means evaluation focused upon overall performance, accountability, or both, consisting of District Curriculum personnel, secondary principal, secondary counselor, secondary teacher, and others as determined by the Executive Administrator.

“Northwest” means the Northwest Accreditation Commission, the regional accrediting association of which Utah is a member. Northwest is an accreditation division of AdvancED.

REFERENCES

Utah Code Ann. §53A-1-402(c) – Establishment of minimum standards for Public Schools.

Utah Administrative Code R277-410 – Accreditation of Schools.

Utah Administrative Code R277-705 – Secondary School Completion and Diplomas.

FORMS AND OTHER LINKS

Credit Request Guidelines
