

## **620 CREDIT FOR LEARNING**

### **I. PURPOSE**

The purpose of this policy is to provide a process to transfer student achievement results which occur outside of the Chisago Lakes Public Schools. The School District will provide a process for transfer of academic requirements completed in another Minnesota School District, other schools, post-secondary institutions, online learning outside the School District setting, and credit by assessment for courses not covered by the above transfer guidelines.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, and online courses and programs.

### **III. DEFINITIONS**

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

#### IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

##### A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

Guidance counselors will be responsible for carrying out the process to award credit for these purposes. The following guidelines will inform the decision-making process:

1. Where there is a transcript from an accredited school, commensurate course credits and grades will be transferred to the student's local record.
2. At any time during the process, the guidance counselor or registrar may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.
3. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
4. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 7.25 credits from Chisago Lakes High School.

##### B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

- a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least 7.25 credits from the school district.
  - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
  - d. At any time during the process, the guidance counselor or registrar may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
    - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
    - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school

district graduation requirements, credit shall be awarded, but the grade shall be “P” (pass).

- c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- f. At any time during the process, the guidance counselor or registrar may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

#### C. Transfer of Academic Credits from Post-Secondary Enrollment Options

Guidance counselors will be responsible for carrying out the process to award credit through the Post-Secondary Enrollment Options. The following guidelines will inform the decision-making process:

1. Course credit can be considered only upon presentation of a certified transcript from an accredited college. (3.0 credit college level class equates to 1.0 CLHS credit.)
2. When it is determined that the content of the college course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the transcript.
3. In the event the content of the college course does not fully align with the content of a required high school course, the counselor may provide elective credit and the grade will be recorded on the transcript.

4. At any time during the process, the guidance counselor or principal may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

D. Transfer of Academic Credits from Post-Secondary Institutions (non-PSEO approved)

Guidance counselors will be responsible for carrying out the process to award credit through this process. The following guidelines will inform the decision-making process:

1. Course credit can be considered only upon presentation of a certified transcript from an accredited college at the end of each semester.
2. The credit will be recorded on the transcript with a grade of “P” (pass) and awarded as an elective. Grades of “P” are not used to compute honor roll and/or class rank.
3. At any time during the process, the guidance counselor or principal may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.
4. A 3.0 credit college level class equates to 1.0 CLHS credit.
5. Only college level courses will be accepted (no remedial, 099, or non-college level courses)

E. Transfer of Credit for Online Learning Courses

Guidance counselors will be responsible for carrying out the process to award credit through online learning courses completed outside of the school setting

- F. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- G. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

H. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth above.

I. Transfer of Credit by Assessment

1. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
2. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
3. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
4. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
5. In accordance with the Minnesota Statutes 2004, 120B.024 regarding graduation requirements, it is the intent of Chisago Lakes School District to implement the following guidelines for students in grades 9-12:
6. The student will discuss the request for credit by assessment with the school counselor and/or principal and then complete the application. When practical, this process must begin at least one full quarter prior to the start of the regular class. The summer period will be treated as one quarter.

7. It is recognized that the assessment process cannot encompass all of the learning experiences students would have if they actually took the class.
8. At the time the application is submitted, the student should be ready to begin the assessment process. All portions of the assessment must be completed within a one quarter period. Students will be notified by the counselor and/or principal where and when the first portion of the assessment will be given. Assessment procedures must be initiated during the school year as staff may not be available in summer months.
9. The district end of course assessment may be used as the first part of the process. Only students who pass this assessment at an 80% level, or who exhibit high quality work on a performance based assessment, would be eligible to continue to the second part of the process.
10. During the second portion of the assessment process, the student may be asked to demonstrate skills, answer questions in an interview, exhibit a portfolio of tasks, provide documentation for learning, or be involved in some other performance based assessment.
11. A student may attempt to receive credit by assessment only once for each course and may not receive credit by assessment for a course in which he/she previously received grades, an incomplete, dropped or failed.
12. Courses which are sequential must be tested out in the same sequence. If a course requires a prerequisite, the prerequisite must have been completed or satisfactorily completed ahead of time. If a student fails to complete the entire assessment process during the designated time period, the application will be denied.
13. If the student completes an assessment process in a satisfactory manner, the student's transcript will show the credit earned and a course grade of P. Depending on the course, students may earn a semester credit or a full year credit.
14. Students who apply for credit by assessment must be enrolled and attending Chisago Lakes High School.

Assessment Committee: The district shall name a Credit by Assessment Committee of faculty and administration who shall review materials of each applicant. The committee shall include a department person, counselor, and the principal. The committee shall determine, based on the student application

materials and the course outcomes, whether or not the student is approved for the credit by assessment opportunity. If the request is denied, rationale will be provided. Under special circumstances, the application deadline may be waived.

Notification: The applicant and his/her parents shall be notified of the committee decision with five (5) working days of the application deadline. Decisions of the committee may be appealed within five (5) working days of the notification.

Appeal Process: The appeal committee shall consist of the Superintendent, who will also act as the hearing officer, a member of the Board of Education, an administrator, and two teachers selected by the Superintendent. The appeal shall be held within ten (10) working days of notification. A decision by a majority of the five committee members shall be rendered within three (3) days and is final. The committee's decisions regarding the student application for credit by assessment shall become part of the student's file.

## V. PROCESS FOR AWARDING CREDIT

- A. The building principal or designee will be responsible for carrying out the process to award credits and grades pursuant to this policy.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable.
- D. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

## VI. WEIGHTED GRADES

A. Chisago Lakes School District does not offer weighted grades.

Changes in administrative procedures may be made at any time during the year but must be reviewed by the School Board within the fiscal year.

### ***Legal References:***

*Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)*

*Minn. Stat. § 120B.11 (School District Process)*

*Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)*

*Minn. Stat. § 124D.095 (On-Line Learning Option)*

*Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)*

*Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)*

**Chisago Lakes High School**  
**Assessment by Credit Procedures and Results**

Student \_\_\_\_\_ Grade \_\_\_\_\_

Course: \_\_\_\_\_

Assessing Teacher(s) \_\_\_\_\_

**Application**

Date Application Received \_\_\_\_\_

Date Committee Received Application \_\_\_\_\_

Date Application            **Approved** \_\_\_\_\_    **Disapproved** \_\_\_\_\_

Reason for Disapproval:

**Assessment**

Date teacher(s) received approval application \_\_\_\_\_

Date(s) student took assessment \_\_\_\_\_

Date student            **Passed** \_\_\_\_\_    **Failed Assessment** \_\_\_\_\_

Teacher comments on passing or failing:

**Credit**

Semester Course:        Earned Credit \_\_\_\_\_  
Full Year Course:        Earned First Semester Credit \_\_\_\_\_  
   Earned Second Semester Credit \_\_\_\_\_

Date Student informed of results \_\_\_\_\_

Date recorded on transcript \_\_\_\_\_ by \_\_\_\_\_

**Copies to:**

- \_\_\_\_ Student
- \_\_\_\_ Student Files
- \_\_\_\_ Counselor
- \_\_\_\_ Assessment Committee

**Chisago Lakes High School**

**Credit by Assessment Application**

This application is to be used when students feel they are ready to demonstrate that they are already able to meet the essential learner outcomes of a course. This process should begin at least one quarter prior to the start of the class.

To Be Completed by Student

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Grade \_\_\_\_\_ Counselor \_\_\_\_\_

I am requesting permission to receive credit by assessment for the following course:

\_\_\_\_\_

I request this assessment be completed by what term? \_\_\_\_\_

I believe I am prepared to successfully complete the assessment process for this course because:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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To Be Completed by Parent / Guardian

I have reviewed the student guidelines and this application and grant permission to proceed with the assessment process for the course listed above.

Parent / Guardian Signature \_\_\_\_\_