

1 **ADVANCED/ALTERNATIVE COURSES FOR CREDIT REGULATIONS**

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3 **Advanced Education Courses**

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5 Students entering programs of advanced education, whether academic or career and technical,
6 before they have completed requirements for graduation may petition the principal of the school
7 to leave the school program early, in accordance with Policy LEB: Advanced/Alternative
8 Courses for Credit, and yet qualify for graduation with a diploma if:

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10 1. Assurance is given by the appropriate officials of the sponsoring institution that courses
11 taken in the advanced program are comparable substitutes for those still lacking in the
12 prescribed high school program. The measure of comparability will be based on course
13 content, course/grading expectations, hours of instruction, and instructor qualifications.
14 A minimum of 140 clock hours of instruction by an endorsed teacher in an accredited
15 program will be minimal requirements for the awarding of a full unit of credit.
16
17 2. Assurance must be given that all requirements for a high school diploma are based on
18 Alexandria City Public Schools' graduation requirements and can fully be met by the
19 completion date of the advanced study.
20
21 3. The student must confirm that it is his/her responsibility to transmit all required data and
22 final grades to the high school in order to have them apply toward his/her scholastic
23 credentials and diploma qualification.
24
25 4. For college courses, written approval is obtained from the high school principal before
26 dual- registration, before the college accepts the student for admission to the course, and
27 before the course is given by the college for degree credits.
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29 **Alternative Educational Courses**

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31 Students, teachers, or others involved in special courses taught outside the standard secondary
32 curriculum and who want these courses recorded on student transcripts and/or to reflect credit
33 applied toward diploma qualification will make requests through the school principal to the
34 Superintendent or designee.
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36 In order for the courses or programs to apply toward diploma qualification the following
37 conditions must be met:

- 38
39 1. A full program description must be submitted including:
40 a. The purpose, instructional content, and expected outcome for the course or program.
41 b. A sequence outline of events and activities.
42 c. An estimate of student time involved in the program - including study and
43 preparation time.
44 d. A description of the evaluation criteria.
45
46 2. A description of the qualifications of the sponsoring organization and instructional
47 personnel.

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- 49 3. A description of the course evaluation procedures used including the results of previous
- 50 evaluations of similar activities.
- 51
- 52 4. A description of how the course aligns with Virginia Department of Education (VDOE)
- 53 approved courses for credit.
- 54

55 In order for the course/program to qualify for the unit credit that would be applicable toward
56 diploma qualification, the following additional criteria must be met:

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- 58 1. Evidence will be submitted by the sponsoring organization that there is a minimum of
- 59 70 hours of supervised instruction for each one-half unit of credit.
- 60
- 61 2. Evidence will be submitted that teachers and supervisors, if applicable, have personal
- 62 expertise, competence, and appropriate credentials to qualify them as teachers or
- 63 supervisors.
- 64
- 65 3. Student performance records, including performance and attendance, will be forwarded
- 66 to and reviewed by the principal upon completion of the course/program.
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- 68 4. The student and parent will be informed that no more than one unit of credit can be
- 69 earned for each course taken and no more than two credits can be applied toward diploma
- 70 qualification.
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72 Established: November 23, 2015
73 Revised: February 20, 2020
74 Amended: November 30, 2023
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76 Legal Refs.: Code of Virginia, 1950, as amended, §22.1-78, 22.1-253.13:1.
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78 8 VAC 20-131-140, 8 VAC 20-131-70 et seq.
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80 Cross Refs.: IGBI Advanced Placement Classes and Special Programs
81 IKF The Virginia Assessment Program and Graduation Requirements
82 IKF-R The Virginia Assessment Program and Graduation Requirements
83 Regulations
84 LEB Advanced/Alternative Courses for Credit