

Board of Education Policy

COURSE CREDIT BY EXAMINATION

Under Part 100.5(d)(1) and (g)(3) of the Commissioner's Regulations, students may earn a maximum of 6.5 units of credits for either a Regents or local diploma without completing units of study for such units of credit if:

1. Based on the student's past academic performance, the Superintendent of a school district or the chief administrative officer of a registered, non-public high school, or his or her designee, determines that the student will benefit academically by exercising this alternative;
2. The student achieves a score of at least 85 percent, or its equivalent as determined by the Commissioner, on a State-developed or State-approved assessment;
3. The student passes an oral examination or successfully completes a special project to demonstrate proficiency, in such knowledge, skills and abilities normally developed in the course but not measured by the relevant Regents examination or State-approved examination if used, as determined by the principal; and
4. The student attends school, or received substantially equivalent instruction elsewhere, in accordance with Section 3204(2) of the Education Law, until the age of 16, pursuant to Sections 3204 and 3205 of the Education Law.

For those Miller Place High School students wishing to apply for school credit by examination and project, the following conditions must be satisfied:

1. The course to be taken by examination must be contained in the current Miller Place High School Course Offerings Booklet.
2. All interested students must make application in writing to a screening committee composed of the director of guidance, the department chairperson from the appropriate department, a teacher who has agreed to supervise the project, and a high school administrator. Students must show how they will benefit academically by exercising this testing and project alternative. In an interview situation, students must also describe to the screening committee their background and preparation for the proposed course to be taken by examination. Once the screening committee approves the initial application, students must propose a detailed outline of their project for approval by the appropriate chairperson. The screening committee can be convened throughout the school year at the discretion of the high school principal.
3. The student must have maintained a 90% or above average in all previous coursework related to the course to be taken by examination.
4. The following timetable related to course credit by examination shall apply:
 - a. The student must submit his/her application to the screening committee on or before October 15th for a full year course. This provision will only apply to full-year courses.
 - b. The student will interview before the screening committee within ten (10) days after the screening committee receives the application.

Board of Education Policy

COURSE CREDIT BY EXAMINATION

- c. The student will be told of the disposition of his/her application within five (5) school days following the interview.
- d. Project proposals must be submitted to the department chairperson within fifteen (15) school days after receiving initial approval for the course from the screening committee. A chairperson must then approve the project before submitting it to the building principal.
- e. Final approval of the project is determined by the building principal.
- f. Final projects for a full-year course are due by May 1st. This provision will only apply to full-year courses.
- g. Examinations will be given during the traditional testing periods in June.

- 5. Credit will be granted upon review and acceptance of the project and successful completion (85 or better) of the appropriate examination as well as completion of mandatory documented laboratory experiences with satisfactory documented laboratory reports. The grade earned will be noted on the student's transcript as Pass/Fail.

Grading will be done by the department chairperson and the teacher-mentor in the case of an oral presentation. The screening committee will also participate in the grading process.

- 6. If a student does not satisfy both criteria for earning course credit, the grade earned will be noted on the student's transcript as a failure.
- 7. A student who withdraws after ten (10) weeks in the program will receive a "WP" or "WF" on his/her transcript. If a student withdraws prior to ten (10) weeks, no notation will be made on the transcript.
- 8. Allowable Challenge Level:

Regents: Students pursuing a Regents curriculum may challenge any Regents or Honors courses regardless of the discipline.

- 9. The chairperson or appropriate department member will be compensated for their contact time with the student who wishes to earn course credit by examination. This contact time may occur before or after-school hours as arranged with the teacher-mentor. This rate is equal to the rate paid for home tutors as per the teachers' contract. A teacher-mentor will be limited to a maximum of twenty (20) hours for a full-year course and ten (10) hours for a ½ year course, except in circumstances where there is a lab component to a course or other exigent circumstances, additional hours may be authorized by the Superintendent of Schools or his/her designee.

Miller Place Union Free School District

Miller Place, New York 11764

Board of Education Policy

4334.2

COURSE CREDIT BY EXAMINATION

Adopted: 09/16/1989

Reviewed: 12/10/2014 04/17/2019 03/29/2023 05/29/2024

Revised: 01/28/2015 05/29/2019 04/26/2023 06/12/2024