

# CREDIT FLEXIBILITY STUDENT PROPOSAL APPLICATION 2024/2025

Credit Flexibility Flow Chart	
Step 1	Identify desired credit flex course work, rationale, resources and possible academic support teacher.
2	Complete Interest Form and submit to school counselor by specified deadline. <b>11/1/2023 for spring semester or 5/1/2024 for fall semester.</b>
3	Meet with school counselor to consult and discuss benefits, risks, options, suitability, expectations, impact on graduation requirements, athletic eligibility, etc.
4	If after consultation, student wishes to pursue Credit Flex student may meet with academic support teacher/school coordinator/counselor for help with application and individual proposal development.
5	Complete application and paperwork and obtain all required signatures. <b>ATHLETES:</b> Understand NCAA/OHSSA eligibility requirements. Complete and submit Athletic Waiver.
6	Submit completed application to the building coordinator by the deadline.
7	Receive approval and begin coursework. OR Make requested revisions and resubmit application
8	Meet with academic support teacher and counselor before the drop deadline, and check in at least quarterly or as mutually agreed by the student and Content Certified Teacher and counselor.
9	Document meetings and check in and continue coursework.
10	Complete work and schedule exam/presentation by the deadline.
11	Take exam/complete exam and demonstration expectations/present individual proposal.
12	Receive feedback. Grade and credit awarded.



## CREDIT FLEXIBILITY – STUDENT PROPOSAL GUIDELINES

Students are expected to submit a detailed description of their project and attach it to their application. Students are expected to design their individual proposal around the state standards set for the course. The goal of the description is to provide a detailed outline of how the student will master course state standards and course content. **Proposals should be typed, double spaced, detailed and concise.** All Individual Proposals are expected to follow the format below and provide detailed answers to the questions.

1. **Student Information:** Name, Student ID, Current School, Current Grade, Graduation Year
2. **Course Information:** Course Title, Desired Credit Value and Credit Type
3. **Rationale for Credit Flexibility:** Why has the student chosen this course for Credit Flexibility? How will the learning be different through this experience versus the traditional setting? How does this option connect to a student's life and/or the larger world?
4. **Learning Goals:** What does the student expect to learn from this project? What essential questions will guide this project? How is the learning aligned with the state and Westlake High School required learning standards for the course (include the specific learning standards)? (For district courses the student must prove and clearly define the link between their plan and the district curriculum)
5. **Action Plan:** What is the planned instructional method? How will the student go about meeting their learning goals? Where will the learning and related activities take place? What specific activities and actions will be taken throughout the project? What resources will be used to complete the project?
6. **Progress Monitoring & Demonstration of Learning:** How often will the student and teacher of record communicate? How will the student work with the Teacher of Record to monitor and support progress? How will the student document their learning? How will the student demonstrate mastery of learning goals?
7. **Assessment and Grading:** How will the student's learning be assessed? How will the grade be determined? What evidence/documentation will be used to support the grade determination
8. **Timeline/Schedule:** How will the student manage their time? What time of day/days per week, etc. will be devoted to the Credit Flexibility project? How much total time (in hours) will be devoted to the project? What portions of the project are expected to be completed by when?
9. **Other:** Other related information or detail.

**Academic Support Teacher Agreement:** Each individual proposal will require a content certified teacher (CTT). The CTT must agree to work with the student and monitor student's progress throughout the project. They must also document and determine a final grade and/or be a part of the final grade determination committee. As a reminder, the CTT must:

- have at least a bachelor's degree,
- have a certificate/license that is appropriate to the teaching assignment,
- be able to demonstrate subject area expertise in the core academic subjects they teach, and
- be highly effective/qualified in the core academic content area in which credits are requested.

# CREDIT FLEXIBILITY – STUDENT PROPOSAL GUIDELINES

**WHS STUDENTS:** 2024-2025 Credit Flex Applications will be accepted between September 1st – November 1st (for the spring semester) and March 1st –May 1st (for the summer or fall semester). **No applications will be accepted after 11/1/23 for spring semester or 5/1/24 for fall semester. Summer proposals will also need to be submitted by 5/1/24.**

## STUDENT INFORMATION

Date Application Submitted to WHS Counselor: \_\_\_\_\_

Student name (print): \_\_\_\_\_ Student ID: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Counselor: \_\_\_\_\_ Student Phone #: \_\_\_\_\_ Student Email: \_\_\_\_\_ Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Other Information: Please circle yes or no to the following:

Are you on an IEP, 504, or Intervention Plan?	YES	NO
Do you receive English Second Language services?	YES	NO
Have you passed all End-of- Course exams or are remediation free with ACT or SAT scores?	YES	NO
Do you intend to use Credit Flex for athletic eligibility?	YES	NO
Are you identified as gifted and have a written education plan (WEP) in place?	YES	NO

## COURSE INFORMATION

Proposed Course Title: \_\_\_\_\_ Proposed Credit Value:  0.25  0.5

1.0 Grading Option:  Letter grade  Pass/Fail

Proposed Length of Course:  Semester 1  Semester 2  Full Academic Year  Summer

Proposed Credit Type:  
 English  Mathematics  Social Studies  Science  World Language  Technology  Health  Fine Arts  Physical Education  Other \_\_\_\_\_

Delivery Method: Description of how the student will learn required content? Check all that apply.  Independent Study (IS)  Computer as Instructor (CI) †  Face to Face Classroom Instruction (FF)  Online (OL) Provider: \_\_\_\_\_ Web Address \_\_\_\_\_  Other Delivery Method not specifically covered (OT): \_\_\_\_\_

Rationale for Credit Flexibility option and related selections above: \_\_\_\_\_

## ACADEMIC SUPPORT TEACHER INFORMATION

Each student is expected to have a content certified teacher (CCT) who will monitor student progress and be the teacher of record towards Credit Flex completion. The CCT is expected to: have at least a bachelor’s degree, have a certificate/license that is appropriate to the teaching assignment, be able to demonstrate subject area expertise in the core academic subjects they teach, and be

highly qualified/effective in the core academic subject for high school credits requested.

Name of CCT (content certified teacher)

Teacher Name \_\_\_\_\_ Area of Certification: \_\_\_\_\_

Employer \_\_\_\_\_ or  Westlake City School District Phone #

\_\_\_\_\_ Email \_\_\_\_\_

## **CREDIT FLEXIBILITY – STUDENT PROPOSAL GUIDELINES**

Progress monitoring plan:

## CREDIT FLEXIBILITY – STUDENT PROPOSAL

### GUIDELINES Student and parent/guardian initials and signatures required.

Student	Parent	
		It is understood that any grade earned through credit flexibility will be treated as a permanent grade on a student’s transcript.
		The student will hold primary responsibility for the overall success of the course and be expected to allocate and manage their time in working towards course completion.
		Failure to successfully complete Credit Flexibility requirements may result in an F on the student’s final transcript.
		The student will be expected to independently fulfill the work required to complete the course by agreed upon due dates. Failure to complete could result in a failing grade.
		Using credit flexibility for core coursework may affect a student’s ability to pass the state mandated assessments (AIR end-of-course, ACT or SAT) and graduate.
		The student will be expected to identify a Teacher of Record who will monitor progress towards Credit Flex completion and grade determination.
		The student will be expected to update parents and their Teacher of Record regarding their progress.
		The student’s teacher and/or other school authorities have the right to cancel the credit flexibility option if the student does not regularly meet progress monitoring deadlines to complete the course.
		IB coursework is not available for the credit flexibility program.
		Weighted grade eligibility will be determined based on the rigor and thoroughness of the educational experience.
		The student has the right to appeal refusal of an application or being withdrawn from his/her credit flexibility option.
		Credit Flexibility may impact a student’s athletic eligibility during high school and/or collegiate career. It is the student’s responsibility to show quarterly progress to the Teacher of Record and ensure flexible credits earned are OHSSA eligible.
		Credit Flexibility does not meet NCAA eligibility requirements.
		Met with the school counselor and fully understand the potential impact and requirements of the CF process.
		Have received and understand the Individual Proposal Guidelines.

**REQUIRED SIGNATURES:** The student is expected to get all required signatures.

	Printed Name	Signature	Date
<b>Student Applicant</b>			
<b>Parent/Guardian</b>			
<b>Academic Support Teacher</b>			
<b>Counselor</b>			
<b>Principal</b>			
<b>Academic Services Representative</b>			

***For Building Review Team TO BE FULLY COMPLETED***

Application Approved: Yes No Rationale: \_\_\_\_\_ CCS  
 approved course? Yes No Course Name \_\_\_\_\_ Course # \_\_\_\_\_ Credit Value: .25 .5  
 1.0 AST HQT/Certification \_\_\_\_\_ Grade Option: Letter Grade Pass/Fail  
 Accommodations: IEP 504 ESL GT Exam Date: \_\_\_\_\_ Exam location: \_\_\_\_\_ To be  
 Administered by: \_\_\_\_\_ Approval and Exam Confirmation Provided (Date and Method:  
 \_\_\_\_\_ Course added to schedule on: \_\_\_\_\_ By:  
 \_\_\_\_\_

***For District Review Team***

EMIS Subject Code: \_\_\_\_\_ EMIS Core Area of Credit: \_\_\_\_\_ TOR  
 HQT Verification  
 Application Approved YES NO Date: \_\_\_\_\_

# CREDIT FLEXIBILITY – STUDENT PROPOSAL GUIDELINES CONTENT CERTIFIED TEACHER AGREEMENT

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ School \_\_\_\_\_  
Grade \_\_\_\_\_

Thank you for agreeing to serve as a Content Certified Teacher. Due to the independent nature of Credit Flexibility, it is important for students to have the support of caring educators. For core academic courses, the CCT must be highly effective/qualified. As the CCT you agree to:

- Allow the student to meet with you periodically to discuss and support the student’s independent progress in completing work, meeting goals and successfully learning material. The frequency of these support meetings must be mutually agreed upon by both student and CCT.
- Sign the CF Student Progress log.
- Administer and grade the course exam or demonstration with the support of department of Academic Services and/or principals (as needed) to determine a final grade.
- Enter the student’s quarterly (required for student athletes) and/or final grade into Power School within the district’s specified grading window.

It is the responsibility of the **student** to do the work to succeed in the plan. The student is also expected to schedule the exam or presentation dates along with the academic support meetings on mutually agreed upon dates and times. The CCT may provide feedback and advice during these meetings. Academic support meetings may occur face-to-face, by phone, email or other agreed upon communication methods and should not pose an undue burden on the teacher.

Students are expected to complete work and their individual presentations independently. The CCT evaluates the student’s demonstration of knowledge to determine a final grade for the course along with the support of district administrators (as needed). Contact and communication with the support teacher is to be documented by the student on the attached Student Progress log and signed by the CCT prior to the scheduled presentation or exam. If the student does not complete all elements in the plan or is not successful in demonstrating the knowledge and skills needed, then the student will not earn the credit.

Please **check each box** as applicable:

- I agree to serve as the Content Certified Teacher for the above student for the following: Course

\_\_\_\_\_ Credit Value \_\_\_\_\_ CF Type & Date:  Exam and

Demo: Date \_\_\_\_\_  Individual Proposal Presentation: Date: \_\_\_\_\_

- I verify that I am a highly effective/qualified teacher (core course) and can support and evaluate this student’s progress and demonstration of learning.
- I am a CCT.

Desired level of CCT Curriculum Support:  ongoing  grade determination  no support needed Content Certified

Teacher Name (print) \_\_\_\_\_ Certification \_\_\_\_\_

Area(s) \_\_\_\_\_ CCT Email \_\_\_\_\_

\_\_\_\_\_ CCT

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