

Adopted: June 15, 1998

District 77 Policy 632

*Revised: October 19, 1998
November 20, 2000
June 17, 2002
January 5, 2004
March 7, 2005
April 3, 2006
December 21, 2009*

*October 18, 2010
December 4, 2012
July 8, 2013
April 21, 2014
November 20, 2017
December 3, 2019
December 5, 2023*

*May 20, 2024
January 6, 2025
October 6, 2025*

632 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in post-secondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

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, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. “Course” means a course or program.
- D. “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 an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

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

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another secondary school upon presentation of a certified transcript from the transferring secondary school evidencing the course taken and the grade and credit awarded.

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. 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.
 - c. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.

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.
- C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. CREDIT BY ASSESSMENT

- A. The school district will provide students, including those with special needs, with the opportunity to receive course credit achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.
- B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal. When making application for course credit, students must begin the process at least two quarters prior to the start of the course. Summer will be treated as one quarter.

- C. Not more than sixty (60) days after the application is filed, the principal shall inform the student and the student's parents what evidence must be presented to certify the completion of the course and/or the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the course completion, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or other knowledgeable in the specifications of the course, and/or other as appropriate for the individual situation.
- D. Upon the principal's determination of successful submission of the required evidence, the course shall be noted on the transcript, and a notation of where and when the course was completed and verified.
- E. Credits via assessment will not figure into a student's GPA or class rank.

VI. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program must be counted toward the graduation requirements and subject area requirement of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. In determining full time student status, four semester post-secondary credits shall be equivalent to one high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary 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 postsecondary 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 credit applied toward graduation requirements.
 - 5. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.

- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

VII. CREDIT FROM EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VIII. ADVANCED ACADEMIC CREDIT

- A. 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.
- B. 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.
- C. 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.

- D. 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.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

IX. WEIGHTED GRADES

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
 - 1. A grade awarded in Advanced Placement, Concurrent Enrollment, and Postsecondary Education Options (PSEO) courses will be:
 - a. A = 5.0
 - b. B = 4.0
 - c. C = 3.0
 - d. D = 2.0
 - e. F = 0
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

X. PROCESS FOR APPEAL OF CREDIT DECISION

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- 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 by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, or advanced academic credit course, the

student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.

- E. 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.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rule Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rule Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rule Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rule Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rule Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rule Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: District 77 Policy 104 (School District Mission Statement)
District 77 Policy 601 (School District Curriculum and Instruction Goals)
District 77 Policy 619.1 (School District Testing Plan and Procedure)
District 77 Policy 619.2 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students)
District 77 Policy 625 (School District System Accountability)
District 77 Policy 628 (Graduation Requirements)
District 77 Policy 630 (Assessment of Student Achievement)
District 77 Policy 635 (Online Instruction)

Mankato Area Public Schools

Awarding Credit for Learning: Application for Testing Out of a Course and Standard

At the time a student applies for high school credit and standards through the assessment process, it is assumed that the student believes he/she is ready to demonstrate that the learner outcomes and standards of the course can be met.

The student will discuss the request for testing out with the school counselor and then complete the application. This process must begin at least two quarters prior to the start of the regular class. The summer period will be treated as one quarter. All portions of the assessment must be completed within a two quarter period.

To be completed by Student:

Student Name _____ Home Phone _____

Street Address _____ City _____ Zip _____

Grade _____ School _____ Date _____

I am requesting permission to test out of the following course and standard(s), if applicable:

Please explain why you feel qualified to test out: _____

Student Signature

Date

To be completed by Parent/Guardian:

I have reviewed the student guidelines and the above application, and I grant permission to proceed with the testing out process for the above named course.

Parent/Guardian Signature

Date

For Office Use Only

Counselor Signature

Date Application Received

Results of the Assessment Process:
(check the appropriate line)

Failed to complete process on time _____
Did not pass assessments _____
Semester Course: Earned Credit _____
Full Year Course _____

Authorization of Credit Earned: _____ Principal (print name)

Date: _____ Principal Signature

Mankato Area Public Schools Procedures for Credit for Learning for Course Credit

When the first student applies to receive the credit and standard for a course through an assessment process, the specific requirements for awarding the credit will be established. The same requirements will apply to other students who later request credit for that course. Requirements may be revised whenever the need arises to do so.

Process for applying and receiving credit: Grades 7-12

- A. The student will discuss the request for testing out with the school counselor and then complete the application. This process must begin at least two quarters prior to the start of the regular class. The summer period will be treated as one quarter.
- B. At the time the application is submitted it is assumed that the student is ready to begin the assessment process. All portions of the assessment must be completed within a two quarter period. Students will be notified by the Counseling Department where and when the first portion of the assessment process will be given.
- C. The counselor will contact the building principal once the application has been received. The department chair will determine the assessments and standards for awarding credit. Not more than sixty (60) days after the application is filed, the principal or designee shall inform the student and student's parents what evidence must be presented to certify the completion of the course and standard(s).
- D. When designing the assessment instruments, input from at least one teacher of the course will be sought. The teacher(s) who provide(s) input may or may not be from the school where the student seeks credit. Additional time needed for assessment development and delivery will be contracted with individual teachers.
- E. As a usual procedure the district end-of-course assessment, if one has been developed, would be used as the first part of the process. Only students who pass the district assessment at an 80% level (or exhibit high quality work on a performance-based assessment) would be eligible to continue to the second part of the process. The building principal will determine if a written or performance-based assessment will be used.
- F. 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, or be involved in some other performance based assessment to demonstrate course and standard requirements.
- G. Once the entire district assessment process has been developed for a course, all subsequent applicants will be assessed using that process. The department chair will oversee the assessment process.
- H. A student may attempt to test out of both portions only once for each course and may not test out of a course in which he/she has been previously enrolled. If a student fails to complete the entire assessment process during the designated time period, the application will be denied.
- I. 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.
- J. Student must continue to maintain full time status in accordance with District policy. The original copy of the student's application will be placed on the student's file.