

## Education Programs

### Receiving Course Credit for Learning

#### I. Purpose

This policy provides the process by which credit to fulfill graduation requirements may be granted for student learning that occurs in other schools, at alternative learning sites, through postsecondary enrollment options, through demonstrating mastery of applicable subject matter, and in out-of-school experiences such as community organizations, work-based learning, enrichment programs, and other educational activities and opportunities.

#### II. General Statement of Policy

The school district will develop and provide a process for credit to fulfill graduation requirements that is accomplished through learning opportunities outside of standard district courses.

##### A. Transfer of Credit for Courses Completed

The district will provide a process for transfer of credit for courses completed in another Minnesota district, recognition of work completed in other schools and postsecondary institutions, and credit for courses achieved in extra-curricular activities, activities outside the school, previous learning, and community and work experiences.

##### B. Credit by Assessment

The district will develop and provide processes and procedures by which students may meet a graduation requirement for knowledge acquired in another learning environment other than the standard course curriculum. There are two pathways by which a student can demonstrate learning that aligns with graduation requirements, and which may allow credit in lieu of the standard curriculum offered by the district. This can occur through demonstration of previous learning by submitting a portfolio of evidence, or by demonstrating knowledge through an exam process administered by district staff.

#### III. Transfer of Course Credits from Other Schools

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

1. The school district will transfer high school credits achieved in earlier grades or in other schools for aligned, credit-based courses to the student's record upon admission to the district.
2. Any credits completed in the sending district are recorded as completed with a notation indicating the identity of the district from which the records are transferred.
3. Students are advised of opportunities available to complete further requirements and electives.
4. The district will determine the transferring student's grade placement, awarded grade for completed courses, and diploma requirements in accordance with district policy.
5. Only grades earned while in 9th-12th grade and completed through Edina High School, Edina Virtual Pathway, or partner programs will be calculated in the Edina cumulative grade point average. High school classes taken while in middle school will not factor into the Edina cumulative grade point average.

#### B. Transfer of Course Credits from Other Schools

1. The district will equate credits completed by students at a public school outside of Minnesota, an accredited nonpublic school, or postsecondary schools into completed course credits.
2. Effort will be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for learning completed elsewhere. This process may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.
3. The district may formally evaluate other learning experiences to declare that a transfer student meets or exceeds a specific academic standard requirement or course credit.
4. Only grades earned while in 9th-12th grade and completed through Edina High School, Edina Virtual Pathway, or partner programs will be calculated in the Edina cumulative grade point average. High school classes taken while in middle school will not factor into the Edina cumulative grade point average.
5. Consistent with state law, students must receive prior approval from the district for any courses to be completed outside the district for credit towards graduation. College-based courses that do not provide college credit and summer school programs (approved by high schools or colleges) will be considered as part of the 43 credit graduation requirements only when the prior approval process is followed.

Credits for such course work must not be more than two credits per year for a total of eight credits toward graduation. The district will determine the awarding of the course credit and the grade. The grade will be reflected on the transcript but not included in the overall GPA. The district does not cover expenses of related courses identified in this section.

#### IV. Credit by Assessment

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment for knowledge acquired in another learning environment other than the standard course curriculum, provided such experiences meet current Minnesota academic standards.
- B. When a student desires transcribed credit as recognition of standards met but for which no academic transcript exists, the student must complete the application in Appendix I and submit it to the counseling office.
- C. Students can choose two different pathways to earn credit by assessment. These pathways are credit by exam or credit by portfolio. The procedure for these pathways can be found in Appendix II or Appendix III.
- D. A student may attempt to earn credit by assessment only once for each course and may not earn credit for a course in which they previously received a grade and credit. Courses that are sequential must be addressed in the same sequence. If a course requires a prerequisite, the student must have received credit for the prerequisite before attempting the credit by submitting evidence of the prior learning process. The student must continue to maintain full-time status during the process.

#### V. Other Credit Requirement Options

- A. A student who satisfactorily completes a postsecondary enrollment options (PSEO) course or program under state law, that has been approved as meeting the necessary graduation requirements, is not required to complete other requirements corresponding to that specific course of study. The grade will be reflected on the transcript and calculated into the overall GPA. A list of the courses or programs meeting the necessary requirements may be obtained from the commissioner of the Minnesota Department of Education.
- B. A student who satisfactorily completes an advanced placement or international baccalaureate course, or a postsecondary enrollment options course under state law, satisfies the requirements corresponding to that specific course of study.

#### Legal References:

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements 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: Credits Toward Graduation)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 [Language Arts])  
Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)  
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.13 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References:

Policy 601 (Educational Competencies, Academic Standards, and Instructional Curriculum)  
Policy 613 (Graduation Requirements)  
Policy 614 (Assessment Plan)  
Policy 616 (School District System Accountability)  
Policy 618 (Assessment, Grading and Reporting of Student Progress)

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Appendix I to Policy 620

**Application for Course Credit**

Complete this application for course credit for prior learning. This application is due on July 1st, with results available no later than 10 days prior to the start of the course. Once completed, return this form to your counselor\*. This is applicable for 9-12 students only.

**To Be Completed By Student:**

Student Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Student email \_\_\_\_\_  
Grade \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

I am requesting \_\_\_\_\_ Credit by Exam or \_\_\_\_\_ Credit by Portfolio Submission for the following course:

\_\_\_\_\_

Please explain why you are requesting (select one):

\_\_\_\_\_ Credit by Exam or \_\_\_\_\_ Credit by Portfolio Submission for this course (attach additional pages if desired):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 process for \_\_\_\_\_ Credit by Assessment or \_\_\_\_\_ Credit by Submitting Evidence of Prior Learning for the above-named course.

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

Parent/Guardian Phone \_\_\_\_\_

Parent/Guardian email \_\_\_\_\_

**For Office Use Only:**

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

\*Counselors should forward this form to the director of teaching and learning at the District Office as soon as it is received.

## Appendix II to Policy 620

### Credit by Exam Process Procedure/Timeline

#### Student:

1. Student submits a completed application to their counselor indicating that they would like to pursue credit by exam process. This application is due July 1st with results available no later than 10 working days prior to the start of the course.
1. The student must complete all portions of the exam(s). During the exam(s) a student may request an explanation or clarification of an item or project from the exam proctor. If the student fails to complete the entire exam during the designated time period, the credit will be denied.
2. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

#### School:

1. For courses offered by the school district, the school will create credit by exam that includes the power standards included in the course. It can be developed in one or more formats, including the following: a formal written test covering all or a portion of the course content, performance-based assessment, demonstration of skills, interview, presentation, exhibition, and/or written composition. When designing the exam, input from at least one teacher of the course will be solicited. The teacher may or may not be from the school where the student is seeking credit. Teachers will be compensated for the time spent either creating, proctoring, and/or evaluating the exam. If no district teachers are available, an outside licensed consultant will be utilized.
  - a. Once an exam(s) has been established for a course, subsequent applicants will be evaluated using the same exam(s) and criteria. However, adjustments can be made to reflect any changes to the course or power standards.
  - b. The exam will be limited to a maximum of 4 hours, including instructions and breaks.
  - c. Students will be provided a study guide to help prepare for the exam.
2. An exam team, comprised of the principal or the principal's designee, area leader, and a teacher of the course, and a counselor, along with additional members as necessary, will confirm the exam or set of exams. A test proctor will be identified.
3. The proctor of the exam will work with the teaching and learning department to offer, the district course exam, score the exam, and report the scores to the teaching and learning department along with the exam team. The proctor will receive compensation for this work.
4. The exam team will evaluate the exam(s) and then consult with the student, informing them of the result. The decision of the exam team is final.
5. If the student acquires a score at or above a "B" (80%), they will be awarded credit(s) for the course.

If the student completes and passes the exam in the manner referenced in step 5, the student's transcript will show the credit earned and a course grade of "P" for "passing".

Appendix

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## Appendix III to Policy 620

### **Credit by Portfolio Submission Procedure/Timeline**

#### **Student:**

1. Student submits a completed application (see Appendix I) to their counselor indicating that they would like to pursue credit by submitting a portfolio. This application is due on July 1st.
2. The student must submit the portfolio no later than 10 working days prior to the start of the course to their counselor. During the portfolio submission process a student may request an explanation or clarification. If the student fails to submit sufficient evidence by the deadline the credit will be denied.
3. Students will submit evidence that demonstrates mastery of power standards included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.
4. Evidence can include a variety of items, including the following:
  - a. letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the power standards;
  - b. oral or written interviews;
  - c. actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the power standards; or
  - d. work samples, videos, exhibitions, and/or other evidence as appropriate for the individual situation

#### **School:**

1. The school will offer the opportunity to obtain credit by submitting a portfolio.
2. The district will not pay for any outside evaluation of the portfolio submission.
3. The school will provide a checklist of the power standards included in the course to facilitate the submission of a portfolio.
4. A subject area expert will be identified to evaluate the portfolio. A review team, comprised of the principal or the principal's designee, area leader, a teacher of the course, and a counselor, along with additional members as necessary, will also be identified. The names of the review team members will be disclosed to the parents/guardians and/or student upon request. All data policies will be followed.
5. First, a subject area expert must evaluate the portfolio using Appendix IV. With the recommendation of the subject area expert, the review team will review the rubric along

with the evidence. It will then consult with the student, informing them of the result. The decision of the review team is final.

6. If the student acquires a score at or above a “3” out of “4”, they will be awarded credit for the course and a course grade of “P” for “passing.”

Appendix

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## Appendix IV to Policy 620

### Credit by Portfolio Submission

1. Each power standard included in a course will use the following rubric to evaluate evidence of mastery.

4.0	3.0	2.0	1.0
Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations

2. Descriptors may be added for each power standard as deemed appropriate by the subject area expert. These will be provided to the student.
3. An overall minimum score of 3.0 or above must be met in order to receive credit for prior learning.

Appendix  
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