CREDIT FLEXIBILITY
EXAM ONLY/EXAM WITH DEMONSTRATION

Students may earn credit through exam only in Advanced Placement and CCS Mathematics and World Languages. All other courses will require a demonstration according to district guidelines.

STUDENT INFORMATION

School: _____ Date: _____

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 content areas of the Ohio Graduation Tests?	YES	NO
Do you intend to use Credit Flex for athletic eligibility?*	YES	NO

COURSE AND EXAM INFORMATION

Course Title: _____ Desired Credit Value: c 0.25 c 0.5 c 1.0

Grading Option: c Letter grade c Pass/Fail (exam with demo only)

Proposed Credit Type: cMathematics cWorld Language cAdvanced Placement*

Exam Preferences*: c End of Semester 1 c End of Semester 2 c Summer

**Advanced Placement course exams will be offered according to the test administration dates set by College Board. The student will be responsible for arranging the exam administration at their school.*

Demonstration Option (if applicable): _____

Rationale for Credit Flexibility course, grade and exam option: _____

_____

_____

ACADEMIC SUPPORT TEACHER INFORMATION

Each student is expected to have an Academic Support Teacher (AST) who will monitor student progress and be the teacher of record towards Credit Flex completion. The AST 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 (CAS) they teach, and be highly qualified in CAS for core academic credits requested. Credentialed teachers or credentialed educator professionals are allowable for non-core academic subject areas.

Teacher of Record _____ Certification Area: _____

Relationship: _____ Location: _____

Phone # _____ Email _____

CCS Employee: c Yes c No

Brief describe how progress will be monitored: _____

CREDIT FLEXIBILITY – EXAM AND EXAM WITH DEMONSTRATION GUIDELINES

EXAM ONLY OPTIONS

- Students may earn credit through the Exam Only option for Math and Advanced Placement courses.
- There will be no penalty for students who do not pass the exams.
- Students may attempt to test out of the same course two times.
- Students who do not pass courses required for graduation through the Credit Flexibility Exam Only option will be expected to seek out and gain credit for the required course in another district approved way.
- Credits and grades will only be awarded for the Exam Only option as follows:
    - **Advanced Placement Courses**: Students who score a 3 or above on Advanced Placement course assessments will receive an A for the course and be awarded credit.
    - **Math Courses**: The grade earned will be the grade awarded and recorded on the transcript. Students will not receive credit if they do not earn a passing grade.
- Parents will not be permitted to participate in nor be present during the exam and grading process.

EXAM WITH DEMONSTRATION

- Students may earn credit through the Exam with Demonstration option.
- Students selecting this option for credit will be expected to take an exam and demonstrate their knowledge through methods as specified by the course expectations set by the district.
- Students and parents are expected to read and understand the course expectations for their Credit Flexibility course choice and plan their instruction accordingly.
- Students will take their exam and provide their demonstration of course mastery in front of the Academic Support Teacher and at least one other district representative.
- The grade for the exam and demonstration will be determined by the team.
- Parents will not be permitted to participate in nor be present during the exam and demonstration and grading process.
- The grade determined will be the grade given and recorded on the student's transcript.

WORLD LANGUAGE CREDIT FOR NATIVE AND ACCELERATED SPEAKERS

- Students may earn credit for World Languages in levels 1-3 through the Exam and Demonstration option and is an option for fluent, accelerated and native speakers of world languages.
- Students will be expected to demonstrate mastery in reading, writing, speaking, and listening and must meet all standards for the courses.
- For the demonstration, students must present a cultural project in the target language as a part of the final presentation for credit.
- Students will be given the grade earned for their highest level and a grade of P for "passed" for the previous levels. For example, if student's exam and demonstration show mastery in Spanish at level 3 for a grade of a B, the grades awarded would be: Spanish 1 – P, Spanish 2 – P, and Spanish 3 – B.

STUDENT AND PARENT CREDIT FLEXIBILITY AGREEMENT

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. Any grade changes would fall under the Grade Replacement policy.
		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 (OGT, PARCC, Ohio Online) 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.

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

	Printed Name	Signature	Date
Student Applicant			
Parent/Guardian			
Teacher of Record			
Counselor			
Principal			

For Building Review Team

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

Exam Date: _____ Exam location: _____ To be Administered by: _____

For District Review Team

EMIS Subject Code: _____ EMIS Core Area of Credit: _____

CREDIT FLEXIBILITY
ACADEMIC SUPPORT TEACHER AGREEMENT

Student Name _____ Student ID _____

School _____ Grade _____

Thank you for agreeing to serve as an Academic Support 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 AST must be highly qualified and for non-core courses the AST must be a credentialed educator. As the Academic Support Teacher 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 AST.
- Sign the Student Progress log.
- Administer and grade the course exam or demonstration with the support of CCS Curriculum Coordinators and/or CCS Credit Flexibility coordinators (as needed) to determine a final grade.
- Enter the student's quarterly (required for student athletes) and/or final grade into IC 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 AST 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 AST evaluates the student's demonstration of knowledge to determine a final grade for the course along with the support of CCS curriculum coordinators (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 AST 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 Academic Support 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 qualified teacher (core course) or credentialed educator (non-core course) and can support and evaluate this student's progress and demonstration of learning.

☐ I am a CCS teacher.

☐ I am not a CCS teacher. Contact Information: _____

Desired level of CCS Curriculum Support: ☐ ongoing □ grade determination □ no support needed

Academic Support Teacher Name (print) _____

AST School _____ Certification Area _____

AST Email _____

AST Signature _____ Date _____