

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

Students in grades K-8 who transfer into the district without proof of having met the grade level proficiency standards in reading, mathematics, and writing may be required to take the appropriate standardized tests of these basic skills to facilitate proper placement.

In determining equivalency, the principal and/or designated certificated staff representative may consider one or more of the following:

1. A review of the description of academic content and time requirements of the coursework completed by the student compared to academic content and time requirements at the enrolling school
2. An examination of the student's portfolio of work, papers, completed projects, graded tests or other documents demonstrating the student's level of skill and knowledge
3. An opportunity for the student to demonstrate skill via performance on appropriate course-challenging examinations, comprehensive final examinations and/or other culminating exercises used at the enrolling school
4. Verification by teacher observation, once the student has been placed in a course, that the student has reached a level of preparation consistent with the student's placement in that course

Appeals/Due Process

If a student's parent/guardian disagrees with the school site staff's judgment on grade-level placement, course placement and/or equivalency of academic credit, the parent/guardian may appeal to the Superintendent or designee.

Within 10 working days of notification of placement or credit determination, the parent/guardian may request, in writing, a conference with the Superintendent or designee to review the school site staff's decision.

The Superintendent or designee shall schedule a conference within 10 working days of the parent/guardian's request. This meeting may include the principal or designee, representatives of the school's certificated staff, and the student's parents/guardian. It shall be the parent/guardian's responsibility to present evidence that the facts do not support the school staff's decision on the student's placement and/or transferability of prior credits.

Highlighted Section: PUSD Exclusive

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

The Superintendent or designee's decision shall be final.

Transfer of Coursework and Credits for Highly Mobile Students

Highly mobile student means a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, student who is migratory, or a student participating in a newcomer program as specified in Education Code 51225.1.

When a highly mobile student transfers into a district school, the district will receive an official transcript from the transferring school or district which reflects full and partial credits and grades earned by the highly mobile student and includes: (Education Code 51225.2)

1. A determination of the days of enrollment and/or seat time, if applicable for all full and partial credits earned based on any measure of full or partial coursework being satisfactorily completed

Partial coursework satisfactorily completed includes any portion of an individual course, even if the student did not complete the entire course

2. Separate listings for credits and grades earned at each school and local educational agency so it is clear where credits and grades were earned
3. A complete record of the student's seat time, including both period attendance and days of enrollment

The district shall transfer the credits and grades from the transferring school's transcript onto an official district transcript in the same manner as described in Item #2, above. (Education Code 51225.2)

If the Principal or designee has knowledge that the transcript from the transferring school may not include certain credits or grades, the Principal or designee shall contact the prior school within two business days to request that the full or partial credits be issued, which shall then be issued and provided by the prior school within two business days of the request. (Education Code 51225.2)

The district shall accept and issue full or partial credit for any coursework that the highly mobile student has satisfactorily completed while attending another

Highlighted Section: PUSD Exclusive

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency, as applicable. (Education Code 51225.2)

If the entire course was completed, the district shall not require the highly mobile student to retake the course. (Education Code 51225.2)

If the entire course was not completed at the previous school, the highly mobile student shall be issued partial credit for the coursework completed and shall be required to take the uncompleted portion of the course. However, the district may require the highly mobile student to retake the portion of the course completed if, in consultation with the holder of educational rights for the highly mobile student, the district finds that the highly mobile student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a highly mobile student in any particular course, the highly mobile student shall be enrolled in the same or equivalent course, if applicable, to enable the completion of the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a highly mobile student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Notification and Complaints

Information regarding the educational rights of highly mobile students, as specified in Education Code 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of highly mobile students, as specified in Education Code 51225.2, may be filed in accordance with the district's procedures in Administrative Regulation 1312.3 - Uniform Complaint Procedures.

Highlighted Section: PUSD Exclusive

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

Reciprocity of Credit for Coursework Completed Outside the District

This section applies to students currently enrolled in a district school who complete original credit-bearing coursework through a non-district provider while remaining enrolled at their school of attendance, as distinguished from the transfer provisions above, which apply to students transferring into the district.

Prior Approval

Before enrolling in a course offered by an entity other than the district, the student and parent/guardian shall obtain written pre-approval from the school counselor or designee to confirm the course will be eligible for original credit toward graduation and, if applicable, University of California/California State University ("UC/CSU") admission requirements. Pre-approval shall include review of the course syllabus, seat time requirements, A-G equivalency, the provider's accreditation status, and any applicable fees if assessed by the provider. Credit for coursework completed without prior approval may be considered at the discretion of the principal or designee but is not guaranteed.

Eligible Providers

Original credit may be considered for coursework satisfactorily completed at:

1. Another public school district or county office of education
2. A regionally accredited (e.g., WASC-accredited) private or online school
3. A California community college, consistent with concurrent enrollment provisions of Education Code 48800-48802 and Administrative Regulation 6172.1
4. A provider listed on the University of California's "a-g" Course Management Portal, where the course is intended to satisfy a UC/CSU subject-area requirement

Equivalency Determination

In determining whether coursework completed outside the district qualifies for original credit, the principal and/or designated certificated staff representative shall apply the same equivalency factors described above, including comparison of academic content and time requirements, review of student work product, course-challenge examination, and/or teacher verification, as applicable.

Credit and Grade Posting

Upon verification that the coursework meets the district's equivalency criteria, the district shall post the credit and grade earned to the student's official

Highlighted Section: PUSD Exclusive

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

district transcript. Credit shall count toward graduation requirements and grade point average in the same manner as coursework completed at a district school, consistent with Administrative Regulation 5121 – Grades/Evaluation of Student Achievement.

Non-Duplication of Credit

A student shall not receive duplicate credit for coursework substantially equivalent to a course for which the student has already received credit.

Appeal

A parent/guardian who disagrees with a determination regarding the reciprocity or equivalency of credit for coursework completed outside the district may appeal in accordance with the Appeals/Due Process provisions above.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 4600-4670

Ed. Code 35160

Ed. Code 35160.1

Ed. Code 47612.5

Ed. Code 48011

Ed. Code 48645.5

Ed. Code 51225.2

Ed. Code 51225.3

Ed. Code 51228

Ed. Code 60605

Ed. Code 60640-60648.5

Ed. Code 64001

Management Resources

California Child Welfare Council

Publication

Website

Description

Uniform complaint procedures

Authority of governing boards

Broad authority of school districts

Charter schools operations; general requirements

Admission from kindergarten or other school; minimum age

Former juvenile court school students; enrollment

Transferability of coursework

High school graduation requirements

Course of study; offerings and timely opportunity

State-adopted content and performance standards in core curricular areas

California Assessment of Student Performance and Progress

School plan for student achievement; consolidated application programs

Description

Partial Credit Model Policy and Practice

Recommendations

CSBA District and County Office of Education Legal Services

Highlighted Section: PUSD Exclusive

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

Cross References

Policy	Description
0420.4	<u>Charter School Authorization</u>
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1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
5111	<u>Admission</u>
5111	<u>Admission</u>
5117	<u>Interdistrict Attendance</u>
5117	<u>Interdistrict Attendance</u>
5121	<u>Grades/ Evaluation Of Student Achievement</u>
5121	<u>Grades/ Evaluation Of Student Achievement</u>
5123	<u>Promotion/ Acceleration/ Retention</u>
5123	<u>Promotion/ Acceleration/ Retention</u>
6011	<u>Academic Standards</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6145.6	<u>International Exchange</u>
6145.6	<u>International Exchange</u>
6146.1	<u>High School Graduation Requirements</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6146.2	<u>Certificate Of Proficiency/ High School Equivalency</u>
6146.2-E(1)	<u>Certificate Of Proficiency/ High School Equivalency</u>
6146.4	<u>Differential Graduation And Competency Standards For Students With Disabilities</u>
6146.5	<u>Elementary/ Middle School Graduation Requirements</u>
6155	<u>Challenging Courses By Examination</u>
6155	<u>Challenging Courses By Examination</u>
6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
6162.5	<u>Student Assessment</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6173-E(1)	<u>Education For Homeless Children</u>
6173-E(2)	<u>Education For Homeless Children</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6173.2	<u>Education Of Children Of Military Families</u>

Instruction

RECIPROCITY OF ACADEMIC CREDIT

AR 6146.3

6173.2	<u>Education Of Children Of Military Families</u>
6173.3	<u>Education For Juvenile Court School Students</u>
6175	<u>Migrant Education Program</u>
6175	<u>Migrant Education Program</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
6181	<u>Alternative Schools/Programs Of Choice</u>

Regulation

Approved: August 28, 2014

Revised: 10/22/2026;

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California