Cache County School District

Policy Series 4000: Curriculum, Instruction, and Assessment

Policy No. 4900 P2

Demonstrated Competency

Purpose

This procedure establishes standards and processes for awarding graduation credit based on demonstrated competency, consistent with district policy and Utah State Board of Education requirements.

General Principles

Students may earn graduation credit through demonstrated competency by providing sufficient evidence that they have mastered the standards, skills, and learning outcomes required for the applicable course or graduation requirement.

Demonstrated competency shall not reduce the rigor or expectations established for graduation requirements.

Credit awarded through demonstrated competency shall be equivalent in rigor and learning outcomes to credit earned through successful completion of the corresponding course.

Application for Demonstrated Competency

A student seeking credit through demonstrated competency shall submit a Demonstrated Competency Application to the school counselor or administrator.

The application shall identify:

1) the course or graduation requirement for which credit is requested;
2) the basis for the competency request;
3) relevant educational experiences, coursework, training, certifications, or other evidence supporting the request; and
4) any supporting documentation required by the school.

The principal or designee shall review the application and determine the appropriate method for evaluating competency.

Competency Assessments

When a district-approved demonstrated competency assessment exists for a course or graduation requirement, students seeking credit through demonstrated competency shall complete the approved assessment.

Evaluation of Competency

For courses or graduation requirements for which no approved competency assessment exists, the principal or designee may evaluate competency through one or more of the following:

1) review of student work or portfolios;
2) performance assessments;
3) projects or presentations;
4) industry certifications or credentials;
5) military training or documented experience;
6) interviews, demonstrations, or other measures of proficiency; or
7) other evidence of mastery deemed appropriate by the school.

Competency Criteria and Review Process

For courses or graduation requirements for which no approved competency assessment exists, the executive director of teaching and learning or designee shall develop competency criteria identifying the essential standards, skills, and learning outcomes required for credit.

The student shall provide evidence demonstrating mastery of the identified competencies. The principal shall convene a review committee to evaluate the student's evidence and determine whether the required competencies have been demonstrated.
The review committee may include:

1) administrators;
2) school counselors;
3) teachers with content-area expertise; and
4) other appropriate staff members as determined by the principal.

The review committee shall evaluate the evidence using the approved competency criteria and make a recommendation to the principal regarding the awarding of credit.

The principal shall make the final determination regarding whether competency has been sufficiently demonstrated and whether credit shall be awarded.

Schools shall maintain documentation of:

1) the student's application;
2) submitted evidence;
3) the competency criteria utilized;
4) committee recommendations; and
5) the final determination.

Awarding Credit

Credit awarded through demonstrated competency shall:

1) be recorded on the student's transcript;
2) count toward applicable graduation requirements;

3) be awarded only once for a specific course requirement unless otherwise permitted by state rule; and
4) comply with applicable state standards and district requirements.

The district may award credit without requiring seat-time completion when competency has been demonstrated in accordance with this procedure.

Appeals

A student or parent who disagrees with a competency determination may submit a written appeal to the principal within ten school days of the decision.

The principal shall review the appeal and issue a written decision.

The principal's decision may be appealed to the Executive Director of Secondary Education or designee, whose decision shall be final.

Administration

School administrators are responsible for ensuring consistent application of this procedure and maintaining documentation supporting all competency-based credit determinations.

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