

ALTERNATIVE CREDITS TOWARD GRADUATION

In order to meet individual student needs and encourage all students to complete their high school education, the Board of Trustees desires to provide flexibility in the completion of prescribed courses in accordance with law.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6162.52 - High School Exit Examination)

(cf. 6200 - Adult Education)

With the active involvement of parents/guardians, administrators, teachers, and students, the Board shall adopt alternative means for students to complete the prescribed course of study required for high school graduation. These alternative means shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Students may fulfill any course requirement for graduation through the following:

1. Career technical education classes offered in high school (Education Code 51225.3)
(cf. 6178.2 - Regional Occupational Center/Program)
2. Independent study (Education Code 51225.3)
(cf. 6158 - Independent Study)
3. Credit earned at an accredited postsecondary institution (Education Code 48800, 51225.3)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

For credit toward the district's World Language requirement, language studies successfully completed in an accredited private school in accordance with 5 CCR 1632 (Education Code 51243).

Upon receiving advance, written application by the student or their parent/guardian, the Superintendent or designee shall determine whether completion of the proposed alternative means would satisfy course requirements for graduation and what documentation shall be required, if any, to verify the student's successful completion. The Superintendent or designee

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shall make the final determination as to whether the student's completion of an alternative means is sufficient to satisfy the district's graduation requirements.

When a grade is assigned by an accredited non-district school, postsecondary institution, or other educational institution for completion of coursework, that same grade shall be awarded by the district provided that the Superintendent or designee has determined the alternative course to be substantially equivalent to a district course.

(cf. 5121 - Grades/Evaluation of Student Achievement)

*Legal Reference:*EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

48412 Certificate of proficiency

48645.5 Course credit, juvenile court schools

48800-48802 Attendance at community college; advanced education

51220 Areas of study; grades 7-12

51225.3 Requirements for graduation

51240-51246 Exemptions from requirements

51420-51427 General Educational Development test

51440 Veterans' education, evaluation and credit toward high school graduation

51740-51741 Authority to provide instruction by correspondence

51745-51749.3 Independent study

51760-51769.5 Work experience education

52300-52499.66 Career technical education

VEHICLE CODE

12814.6 Teen driver's act

CODE OF REGULATIONS, TITLE 5

1600-1635 Alternative credit

10070-10075 Work experience education

11500-11508 Regional occupational centers and programs

11520-11523 Proficiency examination and certificate

11700-11703 Independent study

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

*Management Resources:*WEB SITES

California Department of Education: <http://www.cde.ca.gov>

ALTERNATIVE CREDITS TOWARD GRADUATION

Guidelines for Credit from Non-District Secondary or Postsecondary Institutions

SMUHSD students must take classes at a high school, district program or adult school to earn a high school diploma. Non-district secondary or postsecondary courses may not supplant core graduation requirements (except during the 2020-2021 school year). Students are encouraged to challenge themselves by taking courses at a postsecondary institution, including a community college, to enrich their academic experience.

- A. Students may take courses at an accredited (WASC or equivalent) non-district high school or postsecondary institution and have the courses placed on the high school transcript for one of the following reasons:
1. For the makeup of a D or F grade in a course required for graduation or college entrance and there is an equivalent course offered at a non-district secondary or postsecondary institution.
 2. For acceleration as part of a detailed course progression plan. (ie. a student takes Geometry over the summer to move on to Algebra 2).
 3. As a community college course taken on the high school campus (this includes world language and elective courses).
 4. As an enrichment course at a postsecondary institution for high school elective credit.
 - Enrichment courses taken at a non-district secondary school will not be placed on the SMUHSD transcript.
 5. As a world language to satisfy graduation or CSU/ UC minimum entrance requirements and the language class is not offered at the high school. (For example, American Sign Language) (*refer below to C for world language policy).
 6. During the 2020-2021 school year, students may choose to take have courses taken at an accredited institution placed on their transcript and count towards graduation.
- B. Students may take courses at a non-district high school or postsecondary institution and have the courses placed on the high school transcript under all the following conditions:
1. The course(s) has been pre-approved by the School Counselor and Principal (or Administrative Designee), using the Non-District Secondary and Postsecondary Course Pre-Approval Form (soon to be electronic) or the student is enrolling in a SMCCCD or UC/CSU course
 - a. The institution of instruction issues a grade and credit for the course(s) and SMUHSD staff will determine equivalency of credits.

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2. The instruction is provided by an accredited institution (ie. WASC)
 3. No more than 40 total high school credits are transferred to a student towards graduation from these institutions (does not apply to students who transfer into SMUHSD during their high school career and/or students enrolled in Dual Enrollment, Middle College or E-College programs).
 4. Any fees charged by the non-district secondary school or postsecondary institution are the responsibility of the student and parent/guardian.
 5. Submission of an official transcript from the non-district secondary or postsecondary institution for credit to appear on the SMUHSD transcript.
- C. The district shall grant credit for World Language courses successfully completed in an accredited non-district secondary or postsecondary institution and shall apply the credit toward meeting any world Language requirement prescribed for grades 9-12, provided that all of the following conditions are met: (Education Code 51243-51245; 5 CCR 1632)
1. The course(s) are in languages designated in Education Code 51244.
 2. The course(s) have been pre-approved by the School Counselor and Principal (or Administrative Designee) prior to registration to verify that the course is essentially equivalent to the high school curriculum and meets district graduation requirements or the student is enrolling in a SMCCCD or UC/CSU course.
 3. The student is regularly enrolled in the district in grades 9-12 and the course(s) are completed during grades 9-12.
 4. The student or their parent/guardian submits a transcript from the accredited school showing that the student has successfully completed the course(s).
 5. Students may continue to take world language classes off-campus at non-accredited schools for their own enrichment. However, these courses will not be placed on a student's high school transcript.
 6. A description of the course must be attached to the approval form prior to enrollment, a copy of which must be retained in the cumulative folder. Students will submit an official transcript from the non-district secondary school for credit to appear on the SMUHSD transcript.

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- D. Students may receive an increase in their grade point average (GPA) by taking UC/CSU transferable courses at the Community College, in accordance with BP5121(a). The following are required to have these courses count toward a student's GPA:
1. Students may receive an increase in their grade point average (GPA) by taking UC/CSU transferable courses at the Community College provided there is not a comparable course offered by the district that does not receive a GPA bump (e.g. Precalculus).
 2. Student obtain school administrator/counselor approval by submitting appropriate form.
- E. Grades earned for courses repeated for the purposes of remediation replace the initial grade when calculated in the GPA if it is the exact same course. For similar replacement courses, both grades are factored into the GPA. Community college grades on the high school transcript may be weighted (courses designated as Honors or qualify for UC/CSU transfer credit).
- F. High school transcripts do not need to reflect all college courses the student has taken. When students apply to college, they must submit all high school transcripts as well as transcripts from all post-secondary institutions.
- G. Students may take a community college course with a school counselor and Principal designee's approval.
- H. All three-unit community college courses may earn five high school credits. on the district's list of approval courses earn five high school credits, i.e., 3 units = 5 credits.
- I. In the case of Physical Education courses, students must take a community college course totaling 1.5 units during the same semester to earn five high school P.E. credits. The rationale for this conversion is that the combination of classes requires students to be in P.E. five hours per week, the same as is required for five units of high school P.E.

Regulation
approved:

SAN MATEO UNION HIGH SCHOOL DISTRICT
San Mateo, California