

## **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. ~~4.~~ Career technical education classes offered in high school (Education Code 51225.3)

*(cf.*

~~*cf. 6178 - Career Technical Education)*~~

~~2. Courses offered by regional occupational centers or programs (Education Code 51225.3)~~

~~*(cf. 6178.2 - Regional Occupational Center/Program)*~~

2. ~~3.~~ Independent study (Education Code 51225.3)

*(cf. 6158 - Independent Study)*

3. ~~4.~~ Credit earned at an accredited postsecondary institution (Education Code 48800, 51225.3)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

~~5. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741)~~

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

~~BP 6146.11(b)~~

#### ~~ALTERNATIVE CREDITS TOWARD GRADUATION~~ (continued)

Upon receiving advance, written application by the student or ~~their~~his/her 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

BP 6146.11(b)

#### ALTERNATIVE CREDITS TOWARD GRADUATION (continued)

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.

~~As appropriate, the Superintendent or designee shall determine the grade to be assigned to students for the completion of any of the above alternative means.~~ When a grade is assigned by an accredited non-district~~private~~ 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: (see next page)*

~~BP 6146.11(e)~~

~~ALTERNATIVE CREDITS TOWARD GRADUATION (continued)~~

*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>*

~~Policy **SAN MATEO UNION HIGH SCHOOL DISTRICT**~~

~~adopted: July 15, 2010 San Mateo, California~~

**Instruction** AR 6146.11(a)

## **ALTERNATIVE CREDITS TOWARD GRADUATION**

**Guidelines for Credit from Non-District Secondary or Postsecondary Institutions ~~Schools or Distance Learning~~**

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:

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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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**ALTERNATIVE CREDITS TOWARD GRADUATION** (continued)

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~~Prior to registering for a non-district secondary course, the student or his/her parent/guardian shall obtain verification from the Superintendent or designee~~ 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.~~The number of semester credits assigned to the course shall be determined before the student begins coursework.~~
3. The student is regularly enrolled in the district in grades 9-12 and the shall grant credit toward graduation for a non-district secondary course(s) if all of the following conditions are completed during grades 9-12.~~met.~~ (Education Code 51740, 51741; 5 CCR 1633)
4. The student or their parent/guardian submits a transcript from the accredited school showing that the student has successfully completed the course(s).

Students may continue~~1. The instruction is provided by the University of California, or other accredited university or college.~~

2. ~~The student is, for good reason, unable to take world language classes off-campus at non-accredited schools for their own enrichment. However, these courses will not the course of study offered in the school.~~
3. ~~The Superintendent or designee determines the number of semester periods to be placed~~eredit~~ed for successful completion of a particular distance learning course.~~
4. ~~No more than 40 total semester units of distance learning are credited to a student towards graduation.~~

5. If students wish credit for such courses to appear on a student's~~the~~ high school transcript, the following regulations are in place:

1. ~~Non-district secondary courses will only be accepted from institutions that are accredited.~~
2. ~~Any fees charged by the non-district secondary school or distance learning institution are the responsibility of the student and parent/guardian.~~
3. ~~High School students may enroll for SMUHSD credit in only one (1) non-district secondary course per semester. No more than four courses can be applied toward credit for a high school diploma. Summer is to be considered a separate semester.~~
4. ~~Non-district secondary courses are acceptable only for make-up of failed courses or for enrichment. (Enrichment is defined as courses not taught in the San Mateo Union High School District.) Any exception to this guideline must be approved by the guidance counselor and Assistant Principal Instructional Services.~~

**~~ALTERNATIVE CREDITS TOWARD GRADUATION~~** (continued)

- ~~6.~~ 5. ~~Pre approval must be obtained from the guidance counselor and Assistant Principal Instructional Services.~~ 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 ~~or the distance learning institution~~ for credit to appear on the SMUHSD transcript.

- ~~6.~~ ~~Refer to Administrative Regulation for the transfer of credit.~~

**Private Foreign Language Instruction**

~~The district shall grant credit for foreign language studies successfully completed in an accredited private school and shall apply the credit toward meeting any foreign 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 courses are in languages designated in Education Code 51244.~~
- ~~2. The student is regularly enrolled in the district in grades 9-12.~~
- ~~3. The student or his/her parent/guardian applies in writing for the credit, specifies the accredited private school attended and the amount and level of credit requested, and submits a transcript or other documents from the accredited private school showing that the student successfully completed the course.~~
- ~~4. The amount of credit sought equals at least one semester's work.~~
- ~~5. Out of District World Language Schools (Effective: April 1, 2008)~~

~~Only world languages taken at WASC accredited schools and pre-approved by the guidance counselor and Assistant Principal Instructional Services will be placed on the student's transcript. These may not be used towards the district world language graduation requirement unless approved by the guidance counselor and Assistant Principal Instructional Services.~~

~~Students may continue to take world language off campus at non-accredited schools for their own enrichment. However, these courses will not be placed on a student's high school transcript.~~

\_\_\_\_\_AR 6146.11(c)

#### **ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

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  
1.—
- 2.— Courses are UC/CSU transferable by the Community College district
- 3.— Students do not have the option to take a similar course through SMUHSD course offering at their home school site (does not apply to Middle College, E-College, Independent Study students and during the 2020-2021 school year)
- 4.— Student obtain school administrator/counselor approval by submitting appropriate form.

E. Grades earned for diploma.— Students are encouraged to challenge themselves by taking courses at a post-secondary institution, including a community college. Students may take courses at a post-secondary institution and have the 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 placed on the high school transcript may be weighted (courses designated as Honors or qualify for UC/CSU transfer credit) under the following conditions:

~~The course has been pre-approved by the guidance counselor and/Assistant Principal Instructional Services, using the post-secondary course Pre-Approval Form.~~

- ~~1. — For make-up of a course required for graduation and there is an equivalent course offered at a post-secondary institution, including community colleges;~~
- ~~2. — As part of an approved early graduation plan;~~



3. ~~As a world language to satisfy CSU or UC minimum entrance requirements and the language class is not offered at the high school (for example, American Sign Language);~~
4. ~~For a compelling academic need to a detailed course progression plan. (For example, a student takes chemistry in order to move on to physics and then another AP science); or~~
5. ~~As a community college course taken at the high school campus.~~

The district will not transfer credit from a post-secondary institution to the high school transcript under the following conditions:

1. ~~The course has not received pre-approval or does not fall within one of the conditions above.~~
2. ~~The course is taken for enrichment, but is not needed for graduation or college~~

F. Note: High school transcripts do not need to reflect all college courses the student has taken. When students apply to college, they must ~~can~~ submit all high school transcripts as well as transcripts from all post-secondary institutions.

### **Transfer of Community College Units**

1. ~~Students may wishing to take a community college course with a for high school credit must petition to do so by completing a concurrent enrollment form as well as the post-secondary course pre-approved form.~~
- ~~AR 6146.11(d)~~

### **~~ALTERNATIVE CREDITS TOWARD GRADUATION~~** (continued)

G. 2. ~~Students may take, with guidance counselor and Assistant Principal designee's Instructional Services approval, a community college course that appears on the community college equivalency chart.~~

H. 3. ~~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. 3 units = 5 credits. All other community college courses, not on the college equivalency chart will receive twice the unit value at the community college up to a maximum of 10 credits.~~

| Community College Units | High School Credits |
|-------------------------|---------------------|
| 1 units                 | 2 credits           |
| 2 units                 | 4 credits           |
| 3 units                 | 5 credits           |
| 4 units                 | 8 credits           |

|                    |                       |
|--------------------|-----------------------|
| <del>5-units</del> | <del>10-credits</del> |
| <del>9-units</del> | <del>10-credits</del> |

I. 4.—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 \_\_\_\_\_ **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
 approved: \_\_\_\_\_, ~~July 15, 2010~~ San Mateo, California