

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs. The policy of the school district is also to develop and provide processes and procedures by which students may obtain course credit.

III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).

B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

C. "Commissioner" means the Commissioner of MDE.

D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.

E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

G. "Online learning" is a form of digital learning delivered by an approved online learning provider.

H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

IV. TRANSFER OF CREDITS

- A. The school district may transfer high school content credits achieved in earlier grades or in other schools to the student's record upon admission, completion of a summer school program or the like.
- B. When a student transfers into the school district from another Minnesota public school district, any credits completed in the sending school district, along with grades recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.
- C. Students shall be advised of the opportunities available to complete further requirements and electives.

V. CREDIT BY ASSESSMENT

- A. The school district will provide eligible students, including those with special needs, with the opportunity to receive course credit for learning and/or work experience outside of the regular school curriculum.
- B. A student shall make application to the principal when he/she requests recognition of work completed for which no academic transcript exists.
- C. Within thirty days from when the application is filed, the principal or counselor shall inform the student what evidence must be presented to certify completion of the course. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the course completion, oral or written tests or interviews, actual performance or demonstrations assessed by district staff or others knowledgeable in the specifications of the course, and/or other evidence as appropriate for the individual situation.
- D. Upon successful submission of the required evidence to the principal or counselor, the course shall be noted on the transcript.
- E. Credits via assessment will not figure into a student's GPA or class rank.

VI. POST-SECONDARY ENROLLMENT CREDIT

- A. Secondary credits granted to a student through a post-secondary enrollment options course or program or that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VII. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VIII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VII. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section VIII.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Cross References:

Dover-Eyota Public Schools Policy 104 (School District Mission Statement)

Dover-Eyota Public Schools Policy 601 (School District Curriculum and Instruction Goals)

Dover-Eyota Public Schools Policy 613 (Graduation Requirements)

Dover-Eyota Public Schools Policy 614 (School District Testing Plan and Procedure)

Dover-Eyota Public Schools Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for

IPE, Section 504 Accommodation and LEP Students)

Dover-Eyota Public Schools Policy 616 (School District System Accountability)

Dover-Eyota Public Schools Policy 618 (Assessment of Standard Achievement)

Dover-Eyota Public Schools Policy 624 (Online Learning Options)

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