



ADMINISTRATIVE PROCEDURE 6270 ALTERNATIVE MEANS OF EARNING CREDIT

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe the protocol followed for student's wishing to earn credit through alternative means.

PROCEDURE

1. The maximum number of credits from alternative means that may be applied toward high school graduation shall be four (4).
2. Students may not be enrolled in more than one public school at a time (NAC 387.200). Students who are taking online or correspondence courses must either be a concurrent student at that institution or must be taking the courses at a private institution.
3. "Alternative means" refers to credits earned through accredited programs in work experience, community service, WCSD travel study, world studies, and Upward Bound. Credits earned through credit-by-exam, Dual Credit, correspondence, off-site on-line (electronic) courses, summer school, extended day/night school, CBI, PE Options, Supervised Curriculum PE (SCPE) and WCSD online courses are not included as part of the maximum four credits. Grades earned in any supplemental or alternative program will be averaged into the appropriate semester's GPA. Students must meet the requirements of the academic load (please see Administrative Procedure 6312, Academic Load Requirements).
4. Students must be registered at a WCSD school or enrolled through supplemental credit to participate in these programs, with the exception of off-site on-line (electronic) courses. For detailed descriptions, fees, and applications for Supplemental Credit programs, please refer to the most current Extended Studies Catalog or at <http://washoeschools.net/Domain/78>.
5. Programs
 - a. Summer School – Credit may be earned in any accredited summer program, not only courses offered by WCSD, as long as the minimum 60 - hour instructional component is met. Questions about courses offered by programs other than those in WCSD should be directed to the Curriculum Assistant Principal prior to enrollment in the summer school program. WCSD summer school classes with the same course title may be used to replace an "F" or raise a grade.

- b. Extended Day and Night School – May be counted toward the minimum load requirement and must be included on the student's schedule. It is the student's responsibility to provide evidence of acceptable progress each quarter. WCSD extended day/night classes with the same course title may be used to replace an "F" or raise a grade.
- c. Police Explorers and EMT Programs – May be counted toward the minimum load requirement and must not be included on the student's schedule. It is the student's responsibility to provide evidence of acceptable progress each quarter.
- d. North Star Online High School – A District-sponsored internet-based opportunity for students to earn high school credit outside the regular high school day. North Star courses may be used to meet the minimum load requirement. North Star courses are not included in the maximum four credits which can be earned by alternative means. North Star courses of similar content may be used to replace an "F" or raise a grade (see North Star High School Program). North Star is accredited by the Commission on International and Trans-Regional Accreditation and North Central Association.
- e. Correspondence – These courses may be taken through any state approved program (see below). A correspondence course may be counted toward the minimum load requirement and must be included on the student's schedule. It is the student's responsibility to provide evidence of enrollment and acceptable progress if the course is counted as part of the academic load.
 - i. Correspondence classes with the same course title may be used to replace an "F" and to raise a grade.
 - ii. Most correspondence courses do not meet the humanities requirement (e.g. Correspondence Spanish 5-6).
 - iii. The District accepts correspondence courses from institutions or organizations accredited through Middle States Association of Colleges and Schools, North Central Association, Southern Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Accredited Schools, Western Association of Schools and Colleges, and Commission on International and Trans-Regional Accreditation. (NAC 389.680) It should be noted that in order for a correspondence course to be accepted, the accredited program must issue the credit. Parents who choose to correct and issue the grades for courses cannot submit said courses to WCSD. Correspondence courses follow the Earning Credit and Withdrawal From Class Accepted Practices. If the student

is using more than 50% non-WCSD courses per semester, that student is not considered a WCSD student and may not receive a WCSD diploma.

- f. Credit-By-Exam – Provides the student an opportunity to demonstrate proficiency in a subject. CBE may not be counted toward the minimum load requirement. A CBE with the same course title may be used to replace an "F" but not to raise a grade. Students who have passed a CBE but who choose to retake the course at a high school must receive the letter grade from the course taken at the high school and the grade is figured into the GPA. Any exception to this must be requested through the Senior Director, Public Policy, Accountability, & Assessment. Credit earned through CBE will not meet the humanities ("J") requirement. At this time, CBE is only available in world language, math, and computer literacy. **NCAA will not accept CBEs for core requirements.** See Administrative Procedure 6311, Credit-By-Exam, for more information.
- g. Job Training (Formerly Work Experience) – This course be counted toward the minimum load requirement and must be included on the student's schedule. It is the student's responsibility to provide evidence of acceptable progress each quarter. Work experience credit may be earned at .5 credits for 216 hours of active participation. Total Work Experience credits may not exceed a maximum of two (2) credits with the exception of students in Special Education Work Experience programs. (See Accepted Practice "Work Experience.")
- h. Community Service – This course may be counted toward the minimum load requirement and must be included on the student's schedule. Credit for community service may be earned at .25 credit for 120 hours of active participation, not to exceed a maximum of one (1) credit. Community Service experiences must be approved and applications completed prior to participation in the program.
- i. WCSD Travel Study – This course may not be counted toward the minimum load requirement. Credit for WCSD Travel Study may be earned at .25 credit for 120 hours of active participation, not to exceed a maximum of one (1) credit. WCSD Travel Study programs must be approved and applications completed and approved prior to participation in the program. Credits earned in programs of world study through an accredited institution must be approved by the Senior Director, Department of Student Accounting.
- j. On-Line – Online or other off-site courses offered electronically may be counted toward 3 courses of the minimum load requirement for 9th-11th grade, 2 courses for 12th grade, and must be included on the student's schedule. (North Star students registered for more than 3 (or 2 depending

on grade level) North Star courses are considered full-time North Star students.) It is the student's responsibility to provide evidence of acceptable progress each quarter. Internet-based courses with the same course title/content may be used to replace an "F" and to raise a grade. Washoe County School District accepts on-line courses from institutions or organizations accredited through Middle States Association of Colleges and Schools, North Central Association, Southern Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Accredited Schools, Western Association of Schools and Colleges, and Commission on International and Trans-Regional Accreditation. (NAC 389.680) It should be noted that in order for an on-line course to be accepted, the accredited program must issue the credit and/or a letter of completion. Parents who choose to correct and issue the grades for courses cannot submit said courses to WCSD. If the student is using more than 50% non-WCSD online courses per semester, that student is not considered a WCSD student and may not receive a WCSD diploma.

- k. Upward Bound – This course must be approved through the School Performance Office. Information about other opportunities to earn credit (e.g. Early College, Dual Credit, and other college programs) is available through the counselor and/or the director of the program. Some of these experiences may be used to meet the minimum load requirement and must be included on the student's schedule. It is the student's responsibility to provide evidence of acceptable progress each quarter.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Procedure K12-P005, Alternative Means for Earning High School Credit.
3. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 387, Financial Support of School System
 - i. NAC 387.200 Enrollment in one school; transfer or withdrawal; effective date of withdrawal.
 - ii. NAC 387.293 Pupil instructed through correspondence by licensed teacher.
 - iii. NAC 387.294 Pupil enrolled in program of distance education.
 - iv. NRS 387.1233 (1)(4)(I)

- b. Chapter 389, Examinations, Courses, Standards and Graduation
 - i. NAC 389.680 Credit for correspondence courses.
 - ii. NAC 389.445 Required units of credit; pupils with disabilities; pupils who transfer between schools; recognition of certain programs of homeschool study.
 - iii. NRS 392.122 Minimum attendance requirements; school district authorized to exempt medical absences from requirements; notice and opportunity for parent to review absences before credit or promotion is denied; information to parents concerning duty to comply. [Effective January 1, 2011.]

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually, in the year opposite the regular session of the Nevada Legislature.

REVISION HISTORY

Date	Revision	Modification
05/2009		Adopted as Accepted Practice
04/01/2012	1.0	Revised
06/27/2014	2.0	Revised: converted to Administrative Procedure