



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to students earning credit in a course within a semester.

PROCEDURE

1. Most classes in the instructional program award one-half (.5) credit for one semester's work. The school year is divided into two semesters. Credit is awarded at the end of each semester to students who have met the 90% attendance requirement, have completed all required coursework successfully, and have taken the final examination. Students who withdraw from a class after the eleventh week of the semester (See Administrative Procedure 6xxx Withdrawal from Class) will receive an F, regardless of what the actual grade was at the time of withdrawal. This does not apply to students who are transferring to another school.
2. Credit for all courses taken in a semester at the high school will be recorded immediately when the credit is earned. Examples are credits earned in: CBI, Correspondence, AACT, Work Experience, WCSD online courses (not offered through the Supplemental Credit Office), or other programs where credit could be completed prior to the end of a semester.
3. It is also very important that the school in which the course was completed is noted accurately on the transcript. For example, a correspondence course when completed should be noted on the transcript under the name of the institution where the student earned credit and should NEVER be indicated that the credit was earned in a WCSD school.
4. Partial credit may not be awarded to students who do not complete the work required for a course or who do not take the final exam. A student who does not complete all requirements and/or does not take the final exam, but who could earn a passing grade if he/she did so, may receive an "incomplete." (See Administrative Procedure 6xxx Incompletes) Students who do not meet the 90% attendance requirement will receive an "F" in the class.
5. Students may not receive credit for the same course twice or for two course-equivalent courses (e.g. cannot earn credit for Life Science 1-2 and Biology; cannot earn credit for Algebra 1-A/1-B and Algebra 1).
6. All CBI, correspondence, WCSD online courses, non-WCSD online courses when counted as part of the academic load, must be completed by the end of the semester or the student will receive an incomplete posted to the transcript. The student must then follow the 3 week rule regarding incompletes.

7. Students may not add a course after the 20th day for credit unless they make up seat time. One example of making up seat time would be simultaneously taking an A+ course for no credit to make up the standards missed. Once the standards are made up, the A+ course may be dropped without penalty. Other methods of seat time make-up must be approved by the Director of Curriculum and Instruction. The 20th day is determined by the Office of Academics.
8. Students may not take courses in mathematics, science, or English out of sequence unless the following conditions occur:
 - a. The student has passed the HSPE in that subject area and he student has taken the number of required courses for graduation while in high school (2-science, 3-math, 4-English). Note: To take an English subject area CBE, both reading and writing portions of the HSPE must have been passed.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to give direction on how credit is earned in high schools.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

| Date | Revision | Modification |
|------------|----------|--|
| 07/2009 | 1.0 | Adopted as Accepted Practice |
| 02/01/2012 | 2.0 | Revised |
| 12/05/2013 | 3.0 | Revised |
| 9/10/2014 | 4.0 | Revised: converted to Administrative Procedure |