



ADMINISTRATIVE PROCEDURE 6130  
**WORK AND STUDY CREDIT**  
(Formerly Work Experience Credit or Job Experience & Training)

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**Responsible:** Department of Student Accounting

**PURPOSE**

This administrative procedure shall set forth the means by which a student may earn job experience credit in the Washoe County School District ("District").

**DEFINITIONS**

1. For District purposes, "alternative means" refers to credits earned through internship/work experience, service learning/community service, work and study credit, and travel study.

**PROCEDURE**

1. The District limits the maximum number of credits from alternative means that may be applied toward high school graduation to four (4).
2. District students who are at least 16 years of age may apply to earn elective high school credit for working at a paid job.
  - a. Each student is responsible for obtaining his/her own job.
  - b. Work and Study credit may be earned at one-half (.5) credit for 180 hours of active participation.
  - c. Total Work and Study credits may not exceed a maximum of four (4) credits if no other alternative credits have been earned because the limit for alternative credits total is four (4) with the exception of students in Special Education Work Experience programs.
    - i. The rules for Special Education Work Experience programs are different from the program described in this administrative procedure.
3. Work and Study credit may be counted toward the minimum load requirement and must be included on the student's schedule (use course number 8369).
  - a. If the course is within the academic load, the hours must be worked within the same semester. Students who do not work the minimum of 180 hours during the semester will earn a U for the course.
  - b. If the course is not within the academic load, the hours can be worked at any time and turned in for credit when 180 hours are reached.
4. Students may enroll in Work and Study Credit on a semester basis and the student must complete all requirements for Work and Study credit by the end of

the final grading period of the semester.

- a. It is the student's responsibility to provide evidence of acceptable progress each semester.
  - b. Students who work and do not choose to receive credit do not need to apply for the Work and Study Credit program.
  - c. Students who have already worked one or more hours prior to the beginning of the semester the Work and Study credit is in the academic load may not apply those hours toward the hours required to earn credit through this program. Exceptions may be granted on a case by case basis by the Senior Director, Student Accounting.
  - d. If the student changes jobs before hours are earned, the hours from both jobs can be counted for Work and Study Credit.
5. Grades will be marked as Satisfactory ("S") or Unsatisfactory ("U") and will not affect the student's Grade Point Average (GPA). Final grades are posted by the high school registrar at the end of the semester in which the credit is earned (see above for some deadlines). A Satisfactory ("S") grade will be based on completion of the required number of work hours and completion of the cover sheet that is sent to Student Accounting for approval.
6. Within the semester/summer, each participating student must:
- a. Complete a cover sheet for Work and Study Credit.
  - b. Work 180 hours.
  - c. Provide copies of paycheck stubs before the end of the semester for courses within the academic load. Stubs must show hours and dates of work and appropriate deductions.

## LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District. This includes but is not limited to:
  - a. Administrative Procedure 6270, Alternative Means of Earning Credit

## REVISION HISTORY

Date	Revision	Modification
05/01/2012	1.0	Adopted as Accepted Practice

04/01/2013	2.0	Revised
12/16/2013	3.0	Revised: converted to Administrative Procedure
12/15/2014	4.0	Revised: Required hours change to 60 Summer 2015
11/15/2016	5.0	Revised: changed maximum credits from 2 to 4
10/9/2018	6.0	Revised: changed hour requirement from 60 to 180
02/06/2020	7.0	Revised: changed to reflect no resume or employer evaluation or fee is necessary