



**Responsible:** Department of Student Accounting

## **PURPOSE**

This administrative procedure establishes the protocols related to requesting an exception for credit in the Washoe County School District ("District").

## **PROCEDURE**

1. All exceptions to this administrative procedure must be approved by the Director of the Student Accounting Department. The email which shows the approval must be kept in the student's cumulative file in OnBase and noted on the graduation plan. This will support the transcript and provide proof of the approval.
2. The following are exceptions which require approval:
  - a. Computer Science meeting math or science requirement.
  - b. Dual Credit repeat possibilities.
  - c. English Specialty courses repeats.
  - d. Incompletes beyond the 6-week timeframe for completion.
  - e. Math alternative pathway without Algebra 2.
  - f. Scheduling Errors.
  - a. Upward Bound: All Upward Bound courses offered for credit must be evaluated by the Student Accounting Department prior to being applied to a student transcript.
  - b. Dean's Future Scholars: All Dean's Future Scholars courses offered for credit must be evaluated by the Student Accounting Department prior to being applied to a student transcript.

## **IMPLEMENTATION GUIDELINES & 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.

---

---

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

**REVISION HISTORY**

Date	Revision	Modification
12/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised
9/10/2014	3.0	Revised: converted to Administrative Procedure
10/14/2016	4.0	Revised: A+ World Geography is not an exception for credit for World History.
08/30/2024	5.0	Revised: Added current types of exceptions.