

## **Credit By Choice program (CBC)**

The Credit By Choice Program is designed to give students the opportunity to choose enriching learning experiences that are tailored to their personal educational needs and have them recorded on their high school transcript. This program is open to students currently enrolled in ASD high schools.

An overview of each program option is given below. While the curriculum assistant principal and counselors can respond to questions, it is the responsibility of the student to work independently to complete the application and carry out a program according to the prescribed guidelines once it is approved.

1. Students proposing a Credit By Choice (CBC) program must have prior written approval of their parents and the principal.
2. A certificated staff person must sponsor and/or supervise the student's program. In the case of a waiver, this will be the principal.
3. ASD is the accrediting institution and sets standards for issuing credit. ASD is not the sponsoring agency for off-campus programs and is not responsible for the student's personal or financial liability. Program expense is the responsibility of the individual.
4. CBC courses will be titled as such on the student's transcript. Programs 1 (Educational Travel) and 6 (Community Service/Field Study) may be taken for elective credit only. Specific curriculum area credit will be recorded for programs 2 (Correspondence Course), 3 (College Course work), 4 (Early College Admissions Program), and 5 (Credit by Examination). Credit by Examination may not be done for physical education credit.
5. Any CBC course (first course attempt, grade improvement, credit recovery) completed during the fall or spring semester will be recorded on the transcript the semester it is completed. Any CBC course completed during the summer will be recorded on the transcript for the spring semester (as with summer school courses). Once the CBC course is recorded on the transcript, it will be included in calculating eligibility when the next eligibility establishment date occurs. Since CBC registration is recorded only upon program completion, CBC is not a course that can be included for calculating eligibility for full-time student status.
6. The grade received will be incorporated into the student's high school grade point average (GPA) and will be counted to determine class rank and valedictorian. When computing valedictorian status, the ratio of weighted advanced placement to regular graded classes is significant.
7. Credit By Choice is not available to meet the requirement of Alaska Studies or Lifetime Personal Fitness.

### **Program No. 1 – Educational travel**

Credit may be earned for a planned learning experience gained through participation in a travel/study tour. The curriculum assistant principal must approve both the specific tour and teacher/sponsor before students may apply. Questions concerning specific credit requirements during travel/study tours should be directed to the teacher/sponsor.

A three-week tour program is eligible for 0.5 unit of credit and a six-week program may earn 1.0 unit of credit.

Travel supervisors must submit a completed application with supporting materials to the curriculum assistant principal for approval by April 15. Proposals must outline the type of educational travel, travel supervisor's name, past experience with student travel, name of sponsoring company/affiliation, dates of departure and return, estimated number of student participants, goals and objectives, proposed itinerary, evaluation criteria, information on liability/medical coverage for participants, parent information forms and copies of releases. Forward a copy of the approved "Request for Out-Of-District Travel" (Form J- available from the Activities Office), taking care to specify names of sponsors/chaperones.

A student desiring credit for approved educational travel must complete the Credit By Choice application and submit it to the curriculum assistant principal in advance of the trip. Upon completion of the travel, the supervisor must provide the curriculum assistant principal with grade reports and submit supporting grade book and legend to the registrar.

### **Program No. 2 – Correspondence courses**

The purpose of correspondence is to meet the special needs of students as approved by the principal. Paramount consideration will be given to the student's record in completing independent studies. To be approved, correspondence programs must be accredited. Courses must be proctored by certificated staff.

As of June 1, 2000, approved correspondence programs include: University of Nebraska, University of North Dakota and Brigham Young University. Others may be approved upon request. Application for approval of other programs may be done through the curriculum assistant principal.

Correspondence courses may be used for both makeup and acceleration.

A copy of the correspondence school application must accompany the Credit By Choice application and must be received by the curriculum assistant principal prior to beginning the course.

Upon completion, the student must arrange for an official transcript to be submitted.

### **Program No. 3 – College courses**

This program is designed to give eligible students currently enrolled in the Anchorage School District the opportunity to receive credit for certain courses through accredited institutions of higher education. The course should correlate with the career needs of the individual. Students must submit applications within two weeks after the beginning of the class. College courses must be 100 level and above. Students must register for at least three semester hours to receive 0.5 high school credit and six semester hours for 1.0 high school credit.

When the student has completed his/her college coursework, the student must arrange for an official transcript to be submitted.

### **Program No. 4 – Early College Admissions Program**

This program would allow outstanding students with a grade point average of 3.5 or above to leave high school for college work prior to having the time and credits for graduation. The student

would have the option of receiving his/her high school diploma after successfully completing the first year of college. ASD graduation requirements must be met in order to receive a high school diploma. The program would serve the student who has made definite plans for master and doctoral work.

To be considered, a student must have maintained at least a 3.5 GPA during the first three years of high school and all required grade level courses must have been completed prior to application for this Credit By Choice program.

Tentative acceptance by a college or university must be in evidence. It is the student's responsibility to determine whether college coursework accepted by the Anchorage School District will also be accepted for credit by the college.

Upon completion of 24 undergraduate semester hours of credit at the college level, the student must furnish a transcript to the curriculum assistant principal so that a high school diploma may be granted.

### **Program No. 5 – Credit by examination**

Credit by examination is an opportunity for the advanced student to progress at his/her own learning rate in courses approved in the ASD's Program of Studies. Credit may be awarded on demonstrated proficiency through an examination process. The test will be developed by a teacher selected by the curriculum assistant principal and will be equivalent to a final examination of a given course. A ninety-percent score is required to receive credit. A fee of \$85 is required in advance to compensate the teacher for creating, administering and evaluating the test.

A student cannot be granted credit by examination for a course in which he/she has previously earned credit nor may he/she receive credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course.

Laboratory courses are excluded from credit by examination procedure.

Upon receipt of an approved application for Credit By Choice, the curriculum assistant principal will appoint an examiner.

The examiner will select or construct an examination which is consistent with the approved course description and objectives. The examiner is expected to proctor the test, score it, notify the curriculum assistant principal of the results and submit the test materials to the registrar.

If credit is denied, a student may not reapply for credit by examination for the same course.

### **Program No. 6 – Community service and field study**

Credit may be earned through a planned community service program that provides learning experiences in the community. Students may also propose field studies in the community, such as a research project using the community or a unique educational opportunity only available in the field. One hundred twenty (120) hours of acceptable service will earn 0.5 unit of credit. Program approval may be done at individual school sites, but pre-approved district programs include:

- Outdoor Experience, Writing & Leadership (Puqigtut)
- Dr. Park's Academy

- South Central Foundation RAISE Intern Program
- Anchorage Youth Court
- Johns Hopkins Institute for the Academic Advancement of Youth
- LEAP (Learning Enrichment Adventure Program)
- Western Alaska Council/Boy Scouts of America Explorer Program
- Allegro
- Peer Education Teen Trainers
- RARE-T (Reduce AIDS Risk in Teens) Peer Education
- Anchorage Youth Symphony (pass/fail only - therefore does not count in GPA calculation)
- Points of Light Youth Leadership Institute (with additional hours to 120)
- Alaska Native Heritage Center Courses
- Cook Inlet Tribal Council
- Big Brother/Big Sisters High School Big Program
- Alaska Theatre of Youth – Summer Conservatory
- Trio Talent Search Upward Bound Program/Upward Bound Summer Program
- Youth Employment in Parks and Recreation Program

Concordia Language Institute is independently accredited by North Central Association of Schools as an intensive world language experience for high school students. Transcripts from Concordia should be sent to the home school for inclusion of credit on the student's transcript.

### **Program No. 7 – High school credit for middle school coursework**

Students may request middle school course work in math (Algebra I or higher) to be added to their high school transcript any time after their 9th grade year. Upon approval, the credit and grade will be added on to the transcript to the 1st semester of the 9th grade year.

The World Languages Incentive Credit is an opportunity for students who have studied 2 years of a language at the middle school (courses 1A and 1B) to earn a 1.0 "Pass" elective credit. To receive the World Languages Incentive Credit, students must:

- Earn Level II language credit as 9th graders.
- Complete both semesters of Level II in same language as that studied in middle school.
- Successfully complete both semesters of Level II with a "C" or better.
- Request that the Incentive Credit be added to their 9th grade high school transcript using the Anchorage School District "Credit by Choice" process.

#### **DOCUMENTATION OF WORLD LANGUAGES INCENTIVE CREDIT:**

The World Languages Incentive Credit is "P" for passing and will be recorded on the student's 9th grade transcript. The "P" will not affect the student's overall GPA or class rank. Transcripts are legal documents and will not be changed once credit is recorded.

### **Program No. 8 – Physical education waiver**

Physical education programs will be approved on a case-by-case basis where the program covers four of the six recognized

components of fitness. The six components of physical fitness are cardiovascular fitness, muscular strength, muscular endurance, flexibility, body composition and stress reduction. One hundred fifty (150) hours of acceptable activity/records will earn an equivalent 0.5 credit waiver.

Student proposals must include the following information: student name, coach's name and contact number, description of coach's qualifications, a detailed training outline with goals and objectives from the coach including the description of how four of the six components of fitness are addressed. Attach any available evidence of equivalence to ASD approved high school courses.

Students desiring a physical education waiver must also submit a journal documenting their workouts. At 60 hours, the journal must be reviewed and signed by the curriculum assistant principal or the physical education department chairperson.

### **Independent study**

Senior high school students who have the self-discipline and interest for working independently may design a course of study according to their interests, abilities and plans. The course of study must contain requirements above the expected level of the regular class. Independent study is available at every high school but is not intended to duplicate courses already in the master schedule. Students should contact their counselors for more information and principal approval.

### **Student foreign exchange programs**

The following information is necessary in order for a student to go from the Anchorage School District (ASD) to another country as an exchange student and return with credits that will count toward the student's graduation.

- A. Prior to leaving for the exchange, a meeting between the student, parent/guardian and counselor must be initiated by the parent to prepare and complete the following:
  1. Credit Check
  2. Official transcript reflecting all courses completed
  3. Written plan for completion of graduation requirements upon return to the Anchorage School District that includes any correspondence courses the student may be taking during the exchange.
- B. During the student's participation in the exchange program, the following two options are available for awarding credits:
  1. The student is provided an official transcript by the school they are attending in a foreign country which lists the course title, credit earned and grade. The student will need to provide the Anchorage School District with a course outline for each course listed on the transcript as well as a description of the official grading policies. The course outline will be used by ASD to determine whether the course meets a core academic requirement or will be elective credit.
  2. If a student is not able to receive an official transcript with recorded grades, the following must be provided to the Anchorage School District upon the student's return so decisions can be made regarding the awarding of credit:

- a. A list of courses taken with an official course outline. This needs to be signed by an administrator at the exchange school for verification. The course outline will be used by ASD to determine whether the course meets a core academic requirement or will be elective credit.

- b. An official accounting of time spent in each class. This must include the length of each class, number of days per week and the number of weeks the class meets. This must be signed by an administrator at the exchange school for verification.

C. Evaluation of an exchange student's transcript when returning from a foreign country and awarding of credit will be based upon the following:

1. If the student provides an official transcript with recorded grades, the student will be able to select either option "a" or "b" for recording of grades:

- a. P = Pass

- b. Letter Grade of A (90-100), B (80-89), C (70-79), D (60-69), F (below 60). Courses not completed will not be recorded.

2. If the student is not able to provide an official transcript with recorded grades, an evaluation of the student's work will be completed by the principal or designee and credit awarded based upon the following:

- a.  $\frac{1}{4}$  credit = 37 contact hours

- b.  $\frac{1}{2}$  credit = 75 contact hours

- c. 1 credit = 150 contact hours

The course outlines and accounting of time spent in each class will be used when making decisions about whether the course meets a core academic requirement or will be awarded elective credit. All credits awarded through an evaluation of course outlines and time spent in class will be graded on a pass/fail basis.

3. Since there is such a wide variation in school calendars in foreign countries, it is possible that the student may receive some grades and credits on an official transcript and some that are still in progress. The student has the option of receiving some of the credits through an official transcript from the exchange school as well as some credits by providing the documentation of time spent in class and course outlines.

If the student does not comply with the above requirements and records are either not provided or are incomplete, the student may risk losing credits needed for graduation. It is also possible that the student may need to take a correspondence course(s) while on the exchange in order to complete all of the graduation requirements.

### **Alaska School Activities Association (ASAA) eligibility for sports and activities**

Participation in middle and high school athletics is a privilege. All students are expected to comply with local, state, and federal laws and the rules and regulations of the Anchorage School District. Students will be subject to denial of the ability to participate if they: do not meet eligibility requirements, engage