

## REQUEST FOR HIGH SCHOOL CREDIT

The AASD recognizes that learning takes place beyond the walls of our schools. Opportunities for students to take courses on their own time and at their own expense are prevalent. Because of the varied nature of these opportunities, the Assessment, Curriculum and Instruction (ACI) Assistant Superintendent or an administrative-level designee will review high school credits to analyze student opportunities and determine if, and how much, high school credit will be awarded. The process of reviewing high school credit will be the task of the Assessment, Curriculum and Instruction (ACI) Assistant Superintendent or administrative-level designee. He/She will determine if academic courses completed are eligible for high school credit in required content areas, are eligible for elective credits, or are not appropriate for acceptance of credit toward graduation. The decision of the ACI Assistant Superintendent or administrative-level designee may be appealed to the District Superintendent or his/her designee.

The review of high school credits will be conducted by the Assessment, Curriculum and Instruction Assistant Superintendent or administrative-level designee. They will have the task of reviewing applications for courses not previously failed to determine if the self-paid or academic course(s) completed outside the District are eligible for high school credit in required content areas, are eligible for elective credits, or are not appropriate for acceptance of credit toward graduation. Approval is given for specific courses. Approval must be reassessed whenever course or program changes take place. All approved courses and grades shall be listed on the high school transcript including the crediting institution. Grades shall also be included in the calculation of the student's overall GPA.

All requests for taking a course in order to replace the grade of a course already successfully completed, must be made through the building level administration team and not through the Assessment, Curriculum and Instruction department.

Requests will typically be for:

### A. Required Course Selections

In order to substitute a course taken outside the District for one offered by the District, the Assistant Superintendent of Assessment, Curriculum and Instruction or administrative-level designee must examine the standards and objectives covered. The course that a student wishes to take through Request for High School Credit must be 80% comparable to a course offered by the District. The content must be equal to or exceed the expectations of a typical District high school course in scope and in rigor. If a compacted curriculum is used, the number of instructional hours may not meet the District time equivalent, but the scope and rigor of the course must be comparable.

**B. Elective Course Selections**

Enrichment courses of high interest to the student may be eligible for credit based upon several factors including those identified below:

- the qualifications of the instructor and/or reputation/accreditation of the institution or organization offering the course;
- the level of difficulty (rigor) compared to a typical high school course;
- the content (standards and objectives) taught in the course; and
- the number of course hours and length of time required to complete the course.

**Adoption Date: September 27, 2004**

**Amended Dates: January 26, 2009, June 13, 2016, February 26, 2018, and February 24, 2020**

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### Procedures

#### A. COURSE APPLICATION PROCESS

1. Students interested in attending individual courses at a college/university must do all of the following to start the application process:
  - a. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more technical or college courses. The student shall use the District-approved form when providing this written notice.
    - The initial notification form must be submitted to the student's high school counseling office by prior to March 1 if the student intends to enroll at a technical or college in the subsequent fall semester, and by prior to October 1 if the student intends to enroll in the subsequent spring semester.
    - If the student who intends to take a technical or college course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
    - Submit course descriptions and official high school transcript.
2. High school credit is only given to students who have completed their 8th grade year in school. Courses completed before the end of the 8th grade year will not be listed on the high school transcript, will not be eligible for credit toward high school graduation, and will not be included in the calculation of the student's high school cumulative GPA.
3. It is important that a student verify that the course(s) he/she wishes to take are eligible for credit prior to taking the course if he/she wishes to use the credit for high school graduation. Credit will not be withheld solely for not having pre-approval, but there is always the chance that the course may not meet guidelines for credit in the District. Coursework must meet District standards for rigor, scope and sequence, and instructional hours. "Request for High School Credit" approval forms are available in the school counseling office or on the District website.

#### B. RESPONSIBILITY FOR COSTS

All tuition, books, and other costs and fees are the sole responsibility of the student and/or the parent/guardian. The District does not bear financial responsibility for courses taken.

**C. RECONSIDERATION AND APPEALS**

A student or his/her parent or guardian may submit a written request to the District Superintendent to reconsider a District decision related to a student's participation in the High School Credit Review program, except for any decisions made directly by the Board.

**Cross References:** Equal Opportunity, 411  
Student Nondiscrimination, 411.2  
School Entrance Ages and Early Admission, 421 and  
421-Rule Student Attendance, 430 and 430-Rule  
Early College Credit Program 343.46 and  
343.46-Rule WIAA Transfer Rules and  
Regulations

**Legal References:** Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1) (b) and  
(d); 118.153(a); 118.33; 118.55; 118.57  
Administrative Rule PI40

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