

# Anchorage School District

## CREDIT BY CHOICE

### STUDENT INFORMATION

REVISED 8/19/08 (Supersedes all prior versions)

The Credit by Choice Program is designed to give students the opportunity to choose enriching learning experiences tailored to their personal educational needs and to have them recorded on their high school transcript. This program is open to high school students currently enrolled in the Anchorage School District.

An overview of each program option is given below. Details of requirements for each program are attached. 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.

#### General Guidelines

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 the waiver, this will be the Principal.
3. ASD is the accrediting institution and sets standards for issuing credit/waivers. 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 only be taken for elective credit. 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. 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.

#### **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 Course**

The purpose of the correspondence is to meet special needs of students as approved by the school administration. 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 August 2008, approved correspondence programs include: University of Nebraska, University of North Dakota and Brigham Young University, and the Native Heritage Center Advanced Academics. Others may be considered 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 the beginning of the course.
- Upon completion, the student must submit proof of grade to the Curriculum Assistant Principal.

### **Program No. 3 – College Course Work**

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 (3) semester hours to receive 0.5 high school credit and six (6) semester hours for 1.0 high school credit. When the student has completed their college coursework, they must submit proof of grade to the Curriculum Assistant Principal.

### **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. 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.
- 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 the final examination of a given course. A ninety-percent (90%) score is required to receive credit. **A fee of \$85.00 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 the 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/Physical Education Waiver**

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, including physical education activities, available only in the field. One hundred twenty (120) hours of acceptable service will earn 0.5 unit of credit/waiver. Program approval may be done at individual school sites, but pre-approved District programs include the following [as of March 2008].

- Anchorage Youth Court
- Johns Hopkins University 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)
- Alaska Prudential Youth Leadership Institute (plus additional hours to total 120)
- Alaska Native Heritage Center courses
- Cook Inlet Tribal Council
- Big Brothers/Big Sisters, High School Bigs Program
- Alaska Theatre of Youth-Summer Conservatory
- Going Places – Alaska Tourism Curriculum
- Trio Talent Search Upward Bound Program/Upward Bound Summer Program
- Youth Employment in Parks & 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.

Physical education programs will be approved on a case-by-case basis where the program covers four of the six recognized components of fitness. 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 a description of how four of the six components of fitness are addressed. Attach any available evidence of equivalence to ASD approved high school courses.
- Student desiring a physical education waiver must also submit a journal documenting their work-outs (see attached form). At 60 hours, the journal must be reviewed and signed by the Curriculum Assistant Principal or the Physical Education Department Chairperson.

### **Program No. 7 – High School Credit for Middle School Courses**

Students may elect to add to their high school transcript certain classes taken during middle school. The letter grades are entered on the transcript and calculated in GPA and class rank. Middle school classes that may be added to a student's high school transcript include:

- Math courses of Algebra I or higher that are taken during middle school
- World Languages Incentive Credit is an opportunity for students who have studied two years of a language at the middle school (Courses 1A and 1B) to earn one "pass" elective credit. Upon successful completion of Level II of the same language with a "C" or better (both semesters) as 9<sup>th</sup> graders, students are eligible to request that the Incentive Credit be added to their high school transcript. The "P" credit is non-graded and will not affect GPA or class rank. The "P" credit will count as one year (Level 1) elective credit toward graduation requirements.

See your school counselor for more information.





**ANCHORAGE SCHOOL DISTRICT  
REQUIRED JOURNAL FORMAT  
PHYSICAL EDUCATION WAIVER**

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

WARM UP: \_\_\_\_\_

CORE ACTIVITY including DURATION (time and/or distance) and INTENSITY OF ACTIVITY (low, medium, high impact)

COMPONENT(S) OF FITNESS ADDRESSED IN THIS SESSION:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

OTHER REFLECTIONS/IDEAS/TRAINING OBSERVATIONS/PROGRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coach's Signature (required every 30 hours) \_\_\_\_\_ Date \_\_\_\_\_

*At 60 hours, the journal to date must be reviewed and signed by the Curriculum Assistant Principal or the Physical Education Department Chairperson.*

WAIVER REQUIREMENTS SATISFIED? YES_	NO _____
<u>CREDIT</u> final grade _____	Date Processed _____
Waiver Journal received by _____	DATE _____

**Specific Program Requirements and Deadlines**

**ANCHORAGE SCHOOL DISTRICT  
CREDIT BY CHOICE APPLICATION**

REQUEST FOR CREDIT /PE WAIVER for ( ) FALL ( ) SPRING SEMESTER OF \_\_\_\_\_  
(YEAR)

1. NAME (print) \_\_\_\_\_  
LAST FIRST

2. STUDENT NUMBER \_\_\_\_\_ PRESENT GRADE LEVEL \_\_\_\_\_

3. CONSIDERATION IS REQUESTED FOR: (CHECK ONE)

EDUCATIONAL TRAVEL to \_\_\_\_\_ Date \_\_\_\_\_

CORRESPONDENCE COURSE entitled \_\_\_\_\_

From \_\_\_\_\_ Correspondence Program

Under the supervision of \_\_\_\_\_

COLLEGE COURSE WORK at \_\_\_\_\_

Course title (must be 100 or above) \_\_\_\_\_ Number of Semester hours \_\_\_\_\_

**EARLY COLLEGE ADMISSIONS PROGRAM**

GPA \_\_\_\_\_ (must be 3.5 or above) Coursework to be taken at \_\_\_\_\_

CREDIT BY EXAMINATION for Course Title \_\_\_\_\_

Supervised by \_\_\_\_\_ Approximate Exam Date \_\_\_\_\_

COMMUNITY SERVICE/FIELD STUDY TITLE (120 hours) \_\_\_\_\_

Supervised by \_\_\_\_\_

WAIVER OF PHYSICAL EDUCATION CREDIT for the following activity (150 hours) \_\_\_\_\_

**See Specific Program Requirements and follow attached Required Journal Format**

Signature of Physical Education Department Chairperson \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Counselor \_\_\_\_\_ Curriculum A.P. \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_