



CREDIT BY CHOICE PROGRAM

Program No. 5 – Credit by Examination

DESCRIPTION:

Credit by Examination (Course Challenge) (AS 14.03.073) is an opportunity for students in grades 9-12 to receive credit through a testing process. Assessments determined by the Curriculum Coordinators will be used in most instances to challenge courses in mathematics, language arts, science, social studies, and world languages by demonstrating mastery of course material. A student may not be granted credit by examination for the purpose of credit recovery.

GENERAL GUIDELINES:

The Credit by Choice (CBC) 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.

- 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 these prescribed guidelines.
- Students proposing a CBC Program must have prior written approval of their parents and the Principal.
- A certificated staff person must sponsor and/or supervise the student's program.
- 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.
- CBC courses will be titled as such on the student's transcript, as described in each program's details.
- CBC courses recorded upon program completion cannot be included for calculating eligibility for full-time student status for the purposes of enrollment and/or Alaska School Activities Association eligibility.
- The grade received will be incorporated into the student's high school grade point average (GPA) and counted to determine class rank and valedictorian. When computing valedictorian status, the ratio of weighted advanced placement to regular graded classes is significant.
- Once entered on a high school transcript, grades will not be removed from this legal document.**

DETAILS:

- The student can apply to challenge a course through examination in August or December or as individually scheduled. The course challenge request must be submitted before the course has begins for the student.
- Upon receipt of an approved application for Credit by Examination (Course Challenge), the Principal (or designee) will appoint an examiner.
- The examiner may request an assessment from the content Curriculum Coordinator.
- The examiner is expected to proctor the test, notify the Principal (or designee) of the results, and submit the test materials to the Registrar.
- A ninety-percent (90%) score is required to receive an A. An eighty-percent (80%) score is required to receive a B. Less than 80% will not receive a credit.
- A student cannot be granted Credit by Examination for a course in which he or she has previously been enrolled or earned credit in; nor may he or she earn credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course.
- If credit is denied, a student may not reapply for a Course Challenge for the same course.
- Only approved ASD courses can be challenged,
- No fee is attached to the course challenge.
- This CBC course will be titled as such on the student's transcript. Specific curriculum area credit will be recorded for the Credit by Examination CBC program.

APPLICATION:

NAME _____ ID # _____

CURRENT GRADE ☐ 9 ☐ 10 ☐ 11 ☐ 12 (student must be **currently** enrolled in high school)

COURSE TITLE _____

We have read and understand the above information regarding this Credit by Choice program.

STUDENT SIGNATURE _____

PARENT SIGNATURE _____ DATE _____

Take this completed form to your counselor.

OFFICE
USE
ONLY

COUNSELOR SIGNATURE _____

PRINCIPAL APPROVAL _____ DATE _____

ASSIGNED EXAMINER _____ APPROX EXAM DATE _____