

# Anchorage School District

## CREDIT BY CHOICE

### STUDENT INFORMATION

REVISED 4/22/2025 (*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.
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), 6 (Community Service/Field Study), and 10 (Participation in Extracurricular Fine Arts Programs and Clubs) 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. 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.
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. Students completing college coursework will receive high school credit as follows:

- 0.5 high school credit for a one (1) or two (2) semester hour college course
- 1.0 high school credit for a three (3) or four (4) semester hour college course
- 1.5 high school credit for a five (5) or six (6) semester hour college course.

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. 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 (Course Challenge) (AS 14.03.073 Sections 2 and 3 of the Alaska Safe Children's Act) 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.

- 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.

## **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, including physical education activities, available only in the field. One hundred and twenty (120) hours of acceptable service will earn .5 unit of credit. Programs are to be approved at individual school sites.

- Fishing Work - Documentation Requirement below:
  - o Pay stubs or
  - o Permits or bill of sale for commercial fishing work
  - o Signed letter from boat captain or supervisor describing work activities. Letter must include the supervisor's name, dates of work, name of boat and areas fished.
  - o Signed hourly log with dates and hours worked

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

**MIDDLE SCHOOL MATH:** 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 2nd quarter mark will be considered 1st Semester and the 4th quarter mark will be considered the 2nd-Semester.

**Once entered on a high school transcript, grades will not be removed from this legal document. \*\*Due to the COVID-19 pandemic in spring of 2020, ASD will allow for 6th-8th grade students in the 2019-2020 school year to use the average of their 1st, 2nd & 3rd quarter grades if they choose to opt into this incentive credit option. This would be valid throughout their entire high school career (through spring of 2024).**

**MIDDLE SCHOOL WORLD LANGUAGE:** Research indicates that the study of another language is most effectively accomplished if it begins at an early age, is sequential and continues for a long term without interruption. To encourage more students to begin language study in the middle school and continue into Level II as ninth graders, the Anchorage School District offers a World Languages Incentive credit-by-choice option. The 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 graded elective credit.

Students must meet the following requirements in order to receive the World Languages Incentive Credit:

- Enroll in Level II (same language as in middle school) in high school.
- Complete both semesters of Level II with a "C" or better.
- Request that the incentive credit be added to their high school transcript in accordance with the ASD Credit-by-Choice program.

**WORLD LANGUAGE INCENTIVE CREDIT:** is one graded credit. The students 4th quarter grade from the eight grade is added to the high school transcript anytime after their 9th grade year and following their successful completion of the Level II course in the same language. The graded credit will affect the student's over all GPA and class rank. Transcripts are legal documents and will not be changed once credit is recorded.

**IMMERSION INCENTIVE CREDIT:** Although ASD immersion programs are designed as a K-12 continuum with both a middle and high school continuation strand, the district also recognizes that students may have other interests as they enter high school and may choose to no longer pursue the study of their immersion language. The Immersion Incentive Credit allows students who have completed an immersion program through the end of their 8th grade year to bring up one credit through the credit-by-choice option, documenting their

K-8 immersion experience on their high school transcript. Immersion students may still apply for this credit even if they remain in the immersion program throughout high school.

The Immersion Incentive Credit is one graded credit. The student's 4th quarter grade from the eighth grade immersion language course is added to the high school transcript any time after their 9th grade year. The graded credit will affect the student's overall GPA and class rank.

Transcripts are legal documents and will not be changed once credit is recorded.

**\*\*Due to the COVID-19 pandemic in spring of 2020, ASD will allow for 8th grade students in the 2019-2020 school year to use their 3rd quarter grade if they choose to opt into this incentive credit option. This would be valid throughout their entire high school career (through spring of 2024).**

## **Program No. 8 - Basic Training Credit**

High school credit for Alaska Army National Guard Military Training: .5 Health/PE 1.0 Elective Credit.

- The student has successfully completed Alaska Army National Guard Basic Combat Training, Advanced Individual Training or both, prior to graduation.
- The student can provide Alaska Army National Guard course transcripts, training verification forms, or any other documentation reflecting successful completion of training.
- The student has met all other requirements for graduation and needs only the credits the student will earn from the training to graduate
- The Student has completed the student's third year of high school; is at least 17 years of age

## **Program No. 9 - Physical Education Credit**

Students proposing a P.E. Credit by Choice (CBC) Program must have prior written approval of their parents and the principal. The program approval process is completed by individual school sites. Students can earn .5 PE credit for each CBC. A total of 1.5 PE credits may be earned through this option. *Students may obtain a waiver of .25 of the physical education graduation requirement for each full season of ASAA sanctioned sports participation with ASD.*

- a. Physical Education programs will be approved on a case-by-case basis where the program covers four of the six recognized components of fitness.
- b. One hundred twenty (120) hours of acceptable activity/records will earn an equivalent 0.5 P.E. credit.
  - i. Pass/Fail only, therefore does not count in GPA calculation.
- c. Student proposals must include the following information:
  - i. student name, coach's name and contact number
  - ii. description of coach's qualifications
  - iii. detailed training outline with goals and objectives from the coach including a description of how four of the six components of fitness are addressed
  - iv. attach any available evidence of equivalence to ASD approved high school courses
- d. Student desiring a physical education credit must also submit 4 journal entries, one for each 30-hour segment (see sample form)

P.E. CBC courses will be titled as such on the student's transcript. CBC: PE/Boxing; CBC: PE/Swim

## **Program No. 10 –Participation in Extracurricular Fine Arts Programs and Clubs**

Credit may be earned through a legitimate extracurricular fine arts club or program.

Students may propose to utilize participation in programs such as local dance studios or art installations, community theater companies, youth symphonies, or drama clubs. One hundred and twenty (120) hours of acceptable participation will earn .5 units of credit, up to a maximum of 1.5 total elective credits.

A copy of the Credit by Choice application must be approved by the Fine Arts department prior to the commencement of participation.

After completion, participation documentation must be approved at individual school sites by an administrator.

Documentation requirement below:

- o Signed letter from program sponsor describing participation hours. Letter must include the sponsor's name, dates of participation, name of club or program OR
- o Hourly log with dates and hours of participation signed by program sponsor