

Anchorage School District

CREDIT BY CHOICE

STUDENT INFORMATION

REVISED 11/1/2022 (*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. 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.

- 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 begun 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 will pull the assessment off the ASD Assessment Library whenever possible or 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 earned credit nor may

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. Program approval may be done at individual school sites, but pre-approved District programs include the following:

- Anchorage Youth Court
- Anchorage Youth Court Summer Camp
- Johns Hopkins University Institute for the Academic Advancement of Youth
- Western Alaska Council/ Scouts of America Explorer Program\
- Peer Education Teen Trainers
- Anchorage Youth Symphony (pass/fail only, therefore does not count in GPA calculation)
- Alaska Points of Light 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
- Outdoor Experience, Writing & Leadership (Puqigtut)
- South Central Foundation RAISE Intern Program
- Shiloh Community Development, Inc
- Concordia Language Villages are accredited by Cognia. Transcripts from Concordia should be sent directly to the home school
- Fishing Work - Documentation Requirement below:
 - Pay stubs or
 - Permits or bill of sale for commercial fishing work
 - 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.
 - 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 student's 4th quarter grade from the eighth 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 overall 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.

- 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

CREDIT BY CHOICE

HIGH SCHOOL MATH CREDIT FOR MIDDLE SCHOOL WORK

STUDENT NAME _____

ID # _____

PRESENT GRADE LEVEL (*Circle One*) = 10 11 12

DATE _____

Middle school students in the 6th-8th grade who take high school courses are eligible to receive high school credit in accordance with the following:

1. Each course must be equivalent in curricular content to an Anchorage School District high school course. Equivalent courses currently approved are math courses of algebra I or higher may be requested 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 2nd Semester.
2. The grade received will be incorporated into the student's high school grade point average (GPA) and will be counted to determine class rank.
3. Once entered on a high school transcript, **grades will not be removed from this legal document.**
4. Correspondence or non-ASD courses must be preapproved through the Credit by Choice process.

**APPLICATION IS BEING MADE FOR HIGH SCHOOL CREDIT
FOR THE FOLLOWING MATH COURSE:**

MATH COURSE TITLE

WHEN TAKEN

NAME OF MIDDLE SCHOOL

My signature acknowledges my request for this coursework to be placed on the student's high school transcript and my acknowledgement of the statements above:

Student Signature _____

Parent Signature _____

**OFFICE
USE
ONLY**

Counselor Signature _____

Grade(s) Earned**

Semester 1
(2nd Quarter)

Semester 2
(4th Quarter)

2024 Graduates 1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ Average ___

APPROVED by Curriculum Principal _____

***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 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).*

**Note to Registrar: The credit may not be requested until after the 9th grade year.
Approved credit and grade will be recorded on the 1st semester of the 9th grade year.**

Anchorage School District
CREDIT BY CHOICE
WORLD LANGUAGES INCENTIVE CREDIT

STUDENT NAME _____

PRESENT GRADE _____

ID # _____

LEVEL (Circle One) = 10 11 12

DATE _____

REQUIREMENTS:

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 Anchorage School District Credit-by-Choice program.

DOCUMENTATION OF WORLD LANGUAGES INCENTIVE CREDIT:

The World Languages Incentive Credit is one graded credit. The student's 4th quarter grade from the eighth grade language course is the grade posted on the transcript in the ninth 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).*

**APPLICATION IS BEING MADE FOR HIGH SCHOOL CREDIT
FOR THE FOLLOWING WORLD LANGUAGE COURSE:**

LANGUAGE

WHEN TAKEN

NAME OF MIDDLE SCHOOL

My signature acknowledges my request for this coursework to be placed on the student's high school transcript and my acknowledgement of the statements above:

Student Signature _____

Parent Signature _____

Counselor Signature _____

**OFFICE
USE
ONLY**

**Verification of completion of Level II
(both semesters) in high school**

**FINAL
GRADES**

FALL

SPRING

**Grade to be added to high school transcript
(8th grade 4th quarter grade)****



APPROVED by Curriculum Principal _____

Anchorage School District
CREDIT BY CHOICE
 IMMERSION INCENTIVE CREDIT

STUDENT NAME _____ ID # _____

PRESENT GRADE LEVEL (*Circle One*) = 10 11 12 DATE _____

REQUIREMENTS:

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.

DOCUMENTATION OF WORLD LANGUAGE IMMERSION CREDIT:

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 bring up 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).*

**APPLICATION IS BEING MADE FOR HIGH SCHOOL CREDIT FOR
 THE FOLLOWING WORLD LANGUAGE IMMERSION PROGRAM:**

LANGUAGE

Years Enrolled in Immersion

NAME OF MIDDLE SCHOOL

My signature acknowledges my request for this coursework to be placed on the student's high school transcript and my acknowledgement of the statements above:

Student Signature _____

Parent Signature _____

Counselor Signature _____

**OFFICE
 USE
 ONLY**

Grade to be added to high school transcript
 (8th grade 4th quarter grade) **



APPROVED by Curriculum Principal _____

**Note to Registrar: The credit may not be requested until after the 9th grade year.
 Approved credit and grade will be recorded on the 1st semester of the 9th grade year.**



HIGH SCHOOL PHYSICAL EDUCATION CREDIT BY CHOICE



P.E. CREDIT BY CHOICE STUDENT PROPOSAL FORM

Student Name _____ ID# _____

_____ Fall _____ Spring _____ School Year

Brief Description of Physical Education/Activity

Coach's Name _____ Organization _____

Coach's Qualifications

Coach's Detailed Training Schedule

Date	Location	Goal and/or Objective	Fitness Component Addressed
			<ul style="list-style-type: none"> • Cardiorespiratory Endurance • Muscular Endurance • Muscular Strength • Body Composition • Stress Reduction, • Flexibility

Coach's Signature

Date

Student's Signature

Date

Parent's Signature

Date

STUDENT APPLICATION APPROVAL TO PROCEED

OFFICE USE ONLY	Yes	No	_____	_____
			Counselor's Signature	Date
	Yes	No	_____	_____
			Principal's Signature	Date

CREDIT BY CHOICE

APPLICATION

STUDENT NAME _____

ID # _____

PRESENT GRADE LEVEL (*Circle One*): 9 10 11 12

DATE _____

CONSIDERATION IS REQUESTED FOR: (CHECK ONE)

PROGRAM #1 – EDUCATIONAL TRAVEL
Travel to _____ Date _____

PROGRAM #2 – CORRESPONDENCE COURSE
Course Title _____
Correspondence Program _____
Under the Supervision of _____

PROGRAM #3 – COLLEGE COURSEWORK College _____
Course Title _____
Number of Semester Hours _____

PROGRAM #4 – EARLY COLLEGE ADMISSIONS PROGRAM
Coursework to be taken at _____
GPA (must be 3.5 or above) _____

PROGRAM #5 – CREDIT BY EXAMINATION
Course Title _____
Under the Supervision of _____
Approximate Exam Date _____

PROGRAM #6 – COMMUNITY SERVICE / FIELD STUDY
Course Title & Under the Supervision of _____ ASD
Fine Arts Director Signature (*if applicable*) _____

PROGRAM #9 – PE Credit Pass/Fail only, therefore does not count in GPA calculation.

***Students can earn .5 PE for each CBC. A total of 1.5 PE credits may be earned through this option.**

For Fall / Spring Semester of _____ (year)

For the following activity _____

See Specific Program Requirements and follow attached Required Journal Format Sample

**ONLY
OFFICE
USE**

Student Signature _____

Parent Signature _____

Counselor Signature _____

APPROVED by Curriculum Principal _____

_____/_____/____

Anchorage School District
CREDIT BY CHOICE
Basic Training Credit
.5 Health/PE 1.0 Elective Credit (Pass only)

Student Name: _____

Date: _____

Student ID: _____

Grade: _____

- 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; has parent or legal guardian consent to participate in Alaska Army National Guard training.
- Once entered on a high school transcript, **grades will not be removed from this legal document.**

My signature acknowledges my request for this credit to be placed on the student's high school transcript and have I have provided Alaska Army National Guard course transcripts, training verification forms, or any other documentation reflecting successful completion of training

Parent Signature: _____

Student Signature: _____

Counselor Signature: _____

Curriculum Principal: _____

***Note to registrar: Credit cannot be requested until the 12th grade year .
Approved credit and Pass grade will be added to the 2nd semester of the 12th grade year.**