

Anchorage School District
CREDIT BY CHOICE

STUDENT INFORMATION

REVISED 11/13/17 (*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/waiver. 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 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:

- Anchorage Youth Court
- Anchorage Youth Court Summer Camp
- 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 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 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 twenty (120) hours of acceptable activity/records will earn an equivalent 0.5 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

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. **Once entered on a high school transcript, grades will not be removed from this legal document.**

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.

The World Languages Incentive Credit is one graded credit. The student's 4th quarter grade from the eighth grade language course is added to the high school transcript any time after their 9th grade year and following the 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.**

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 7th-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.
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 Semester 2

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.

Anchorage School District
CREDIT BY CHOICE
WORLD LANGUAGES INCENTIVE CREDIT

STUDENT NAME _____ **ID #** _____

PRESENT GRADE 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.**

**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**

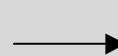
**Verification of completion of Level II
(both semesters) in high school**

**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

PHYSICAL EDUCATION WAIVER

REQUIRED JOURNAL FORMAT



(Copy and use this as a cover sheet for every 30 hours of documented activity.

Attach a log and/or calendar describing your activities and address the requirements listed below.)

STUDENT NAME _____ ID # _____

THIS COVER SHEET IS FOR HOURS: 1 - 30 31 - 60 61 - 90 91 - 120

DOCUMENT THE FOLLOWING INFORMATION IN YOUR ATTACHED LOG DAILY:

- LOCATION OF ACTIVITY
- WARM-UP (describe)
- CORE ACTIVITY (describe)
 -  include DURATION [time and/or distance]
 -  include INTENSITY [low, medium, or high impact]
- COMPONENT(S) OF FITNESS ADDRESSED IN EACH SESSION (list at least four):
 - ① Cardiorespiratory Endurance
 - ② Muscular Endurance
 - ③ Muscular Strength
 - ④ Body Composition
 - ⑤ Stress Reduction
 - ⑥ Flexibility
- REFLECTIONS / IDEAS / TRAINING OBSERVATIONS / PROGRESS (describe)

Coach's Signature (required every 30 hours) Date ____/____/____

PE Department Chair's Signature (required every 60 hours) Date ____/____/____

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ONLY

Counselor Signature
Waiver Requirement Met

Yes

No

APPROVED by Curriculum Principal _____

Anchorage School District

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 #6 – WAIVER OF PE**
For Fall / Spring Semester of _____ (year)
For the following activity _____
See Specific Program Requirements and follow attached Required Journal Format
Signature of Physical Education Department Chair _____

**ONLY
OFFICE
USE**

Student Signature _____
Parent Signature _____
Counselor Signature _____
APPROVED by Curriculum Principal _____

_____/_____/____