

## **North Olmsted High School**

### **Credit Flexibility Guidelines**

#### **Definition:**

Credit Flexibility is alternative coursework, performance, or assessment that shows the proficiency needed to be awarded equivalent graduation credit as approved by the school district. Students may create a plan to demonstrate subject area competency in an alternative manner than traditional coursework. Credit Flexibility allows students to earn credit by demonstrating academic and skill level performance through a variety of educational options. Approved credit through this policy will be posted on the student's transcript and counted as required graduation credit in either the related subject area or as an elective. Credit Flexibility is designed to be an alternative to the standardized unit of credit.

#### **Application:**

Any high school student or student taking a high school class may apply for credit to be awarded through Credit Flexibility. The student will submit an application via the designated forms, which are found on this document and available at North Olmsted High School, in the Guidance Department. All required information must be presented prior to the work experience beginning. The student will be required to provide supporting documentation as determined by the administration, and will need to describe in detail the plan to gain mastery of the course content as described in Ohio's Academic Content Standards. Applications may be turned in at any time, but should be submitted well in advance of the semester so the proposal can be evaluated and approved/denied prior to the start of the experience. Our recommendation is at least six weeks prior to the beginning of the next semester.

The student will submit a completed application, and turn it into their Guidance Counselor. All required information must be completed on the application for the application to be considered. Once the Guidance Counselor receives the application and verifies it to be complete, it will be sent to a review committee for consideration.

The student/parent assumes all financial and transportation obligations of alternate coursework. Obligations may be related to tuition, textbooks, fines, fees, and job-specific uniforms.

**Review of Application:**

A committee designated by the NOHS Administration will review the application. At a minimum, Administration, Guidance, and one teaching faculty member from the department in which the credit will be earned will be represented. Additional NOHS personnel may also be present. Upon approval of a completed application, the student will proceed with the learning activity. Once complete, the NOHS Administration or designee may consult with the related subject department. If the activity is deemed successful and complete in accordance with the proposed plan, credit will be awarded. An appeal may be made to the Superintendent/designee should a student's proposed alternate learning credit be denied.

**Awarding Credit:**

The student will be eligible to receive credit upon satisfactory completion of the alternate coursework, activity, assessment, and/or performance as required by the NOHS Principal/designee. The following standards and guidelines will apply:

- All fees associated with the proposed assessment and/or activities will be at the expense of the student/parent.
- The total number of credits that may be awarded is not limited.
- Credit may count toward a related course requirement for graduation as approved by the Board of Education. Credit may count toward credit required in a subject area or for a related elective. Credit may also be awarded for courses that do not appear in the local curriculum, yet must follow and/or be linked to the Ohio Academic Content Standards.
- The student may be awarded up to a single credit as approved by the committee. Units of credit may be awarded in intervals no less than a quarter credit.
- The assessment to determine how credit will be awarded must be outlined in the student's plan at the time of approval. A student must demonstrate proficiency through a variety of means, including, but not limited to: a series of assessments or exams; performance and work related to the field of study for the proposed credit; a work product or experience pre-approved by the committee. Information must be specific at the time of the application as to how the plan will equate to credit.
- The NOHS Administration may award credit for any assessment that demonstrates acceleration past any required course offered in the school district.
- Credit for courses that are equivalent to the course offered through the school district will be awarded equivalent credit.
- Credit can be earned simultaneously for: 1) secondary and post secondary credit; 2) academic and career technical experiences, 3) more than one academic content/course area.

- As approved, credit may be earned from other districts and educational providers, including on-line providers, in accordance with the Ohio Department of Education's Operating Standards.
- If a student is a transfer from another district and the student has not completed a Credit Flexibility proposal approved by the sending district/school, the proposal will be considered a new application. The NOHS Administration may award partial credit or full credit based on the status of the proposed plan at the time of the transfer.
- Credits completed in another district before transferring to North Olmsted High School shall count as graduation credits by the sending district. The NOHS Administration may review the transfer credit to determine if it is a substitution for a specific course, or adequacy as a pre-requisite course in the North Olmsted School district.
- For students wishing to test out of a course and earn credit, multiple tests and assessments will be used to determine advancement and course credits. These tests will include a minimum of a midterm and a final examination from the North Olmsted High School equivalent course. Other assessments as determined by the committee, which will include NOHS Administration, NOHS Guidance, and one member of the NOHS teaching faculty from the subject field, will also be required. All assessment requirements under the test out procedure will be communicated to the student and parent prior to any assessment being given. These tests will be given semi-annually due to planning for the subsequent school semester/year. Requests to test out are due on the first day of July and the first day of November. If tests and other assessments are used, the student must score at an 80% or better on all to receive credit. A student failing to achieve 80% or better may not apply for the assessment for the same course until four months after the date of the initial assessment. Any assessment for a particular credit may only be attempted twice. **Student-athletes need to be aware that at this time, the NCAA does not recognize credit that was earned by testing out of a course. Student/Athletes should contact the NOHS Athletic Director to discuss the athletic implications of Credit Flexibility.**

### **Determining Grades**

- All credit will be reported as a Pass/Fail unless the student chooses to be awarded a letter grade. The choice between the pass/fail option and a letter grade must be made at the time of the application and may not be changed once the application is approved. If the grade option is chosen, grades will not be weighted, will be posted on the transcript, and will be included in the student's grade point average. Final grades will be determined by the NOHS Administration, with consultation and recommendation from an NOHS teacher of record from the subject matter in which the credit is being awarded.
- If a student fails to complete the alternative coursework, activity, assessment or performance as stated in the plan provided, the approval to pursue the

proposed credit will be revoked and a failing grade may be reported. **The student will be expected to update the NOHS Principal/Guidance Counselor at the interim reporting times of each quarter so progress can be gauged, in the same manner as student progress is determined at interims for other NOHS classes. Failure to update progress may result in the plan being cancelled, and a failing grade assigned.** The failing mark will be included on the transcript and calculated into the grade point average.

- The grade must be posted before the credit can count toward graduation, including early graduation.
- If the student is unable to complete the credit due to illness (with a medical excuse signed by a medical doctor) or other good reason, the NOHS Principal/designee may extend the time permitted or revise the requirements. With medical documentation, the NOHS Administration may also choose to revoke the application without posting a failing grade.
- Should a student transfer to another district in Ohio, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

### **Access**

- This policy does not in any way prohibit access to on-line, postsecondary options or services from another district approved by the Board.

**North Olmsted High School  
Credit Flexibility Application Form**

Date of Application:

Course Completion Date:

Student Name and Grade:

Course:

Thoroughly explain and attach a typed copy of your proposed course of study. Be sure to address the questions (1-8) below, and indicate by checking all that apply from the list below as well.

- 1: What are the goals/objectives that you want to learn?
- 2: Specifically describe how these goals/objectives are directly related to the Ohio Department of Education State Standards for the subject you are studying via Credit Flexibility. ([www.ode.state.oh.us](http://www.ode.state.oh.us))
- 3: What activities will be completed to support your learning?
- 4: What will be the method of assessment?
- 5: How will you show mastery of the topic?
- 6: Explain how your choice of assessment is aligned to the Ohio Content Standards.
- 7: Provide a specific, detailed outline and timeline of study for this proposal. Start date, activity dates, measurement and assessment dates, assessment contact information (who will verify work) and completion dates must be included.
- 8: Is there a school, organization, or individual(s) to support your proposed credit flexibility plan? If yes, provide contact information.

In addition, check what you will do to earn this credit. Check all that apply:

\_\_\_\_\_ Test/Assessments (Mid Term/Final and others)

\_\_\_\_\_ Online Learning

\_\_\_\_\_ Project Based Learning

\_\_\_\_\_ Mentorship

\_\_\_\_\_ Coursework

\_\_\_\_\_ Field Experience

\_\_\_\_\_ Internship

\_\_\_\_\_ Independent Study

\_\_\_\_\_ Other

All grades will be pass/fail, unless you choose to be awarded a letter grade. Letter grades will count in the student G.P.A., and will not be weighted. Your choice of grading options cannot be changed later.

I choose \_\_\_\_\_ Pass/Fail OR \_\_\_\_\_ Letter Grade Option

In submitting this application, your signature below indicates that you understand and accept the following:

1: If you do not complete the approved activity or project you will not receive credit for the course

2: All financial and transportation obligations are the responsibility of the student and parent/guardian. These include, but are not limited to tuition, fees, fines, textbooks, and required supplies.

3: Senior credits must be completed by April 1 of the intended year of graduation, unless otherwise agreed to in writing with the NOHS Principal/designee.

(over)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent and student do not write below this line

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Date of Review: \_\_\_\_\_

Members of Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Pending \_\_\_\_\_

If Pending, why?

How final grade to be determined?

Final Date for Completion: \_\_\_\_\_

Final Grade: \_\_\_\_\_

Amount of Credit: \_\_\_\_\_

To be applied toward credits in \_\_\_\_\_