

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**620 CREDIT FOR LEARNING****I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs.

II. DEFINITIONS

Course: A clearly defined period of study in which the following have been developed:

1. Written learning objectives;
2. A description of the instructional materials used in the course;
3. A description of how the student will be evaluated. Copies of assessments/tests may be requested to determine if whether the student has mastered the objectives;
4. Amount of time spent on accomplishing the objectives of the course.

III. GENERAL STATEMENT OF POLICY

It is the policy of the school district to develop and provide processes and procedures by which students may fulfill advanced course requirements in another learning environment. The school district will provide a process for transfer of credit earned for advanced work completed in other programs, schools, and/or post-secondary institutions.

POST-SECONDARY ENROLLMENT CREDIT

- A. Secondary credits granted to a student through a post-secondary enrollment options course (PSEO) or program shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. For PSEO and other college level courses, including those earned online, credits and grades earned will be submitted to the guidance office. Credits and grades submitted via an official college transcript will be placed on the student's high school transcript and will count toward graduation and the student's grade point average. The grade will not be weighted unless the course is part of a rigorous course sequence that has been exhausted at the local level. Developmental (remedial) courses taken at a post-secondary institution will not be accepted for advanced credit.

MISCELLANEOUS COURSES

- A. Only students who have taken courses at Prior Lake High School will have the credit and grade reflected on their transcript. The credit and grade will count towards the student's grade point average.

- B. Middle school students taking an advanced course at the middle school shall receive acknowledgement of the course completion and the course will be placed on their transcript. The grade earned will be placed on the transcript and will not be counted toward the student's high school grade point average, and no credit towards graduation will be awarded.
- C. Evidence of completion must include a grade, duration of the course, and the name and contact information of the instructor.
- D. Students who complete an advanced course of study other than PSEO and not from an institution of higher education, that is equally or more rigorous than a corresponding local course and can provide evidence of successful completion, may petition to have the course included on their high school transcript. If the petition is successful, the course will be placed on the students' high school transcript indicating a grade and the number of credits granted. The grade will count toward the student's high school grade point average. The grade will not be weighted.
- E. For courses of advanced study offered by an institution of higher education other than PSEO, credits and grades earned may be submitted to the guidance office. Credits and grades submitted via an official college transcript will be placed on the student's high school transcript and will count toward graduation and the student's grade point average. The grade will not be weighted unless the course is part of a rigorous course sequence that has been exhausted at the local level. Developmental (remedial) courses will not be accepted.

CREDIT BY ASSESSMENT

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment provided such experiences meet current Minnesota academic standards.
- B. The superintendent or designee shall establish a procedure by which student achievement and competence in content standards will be assessed.

APPEALS PROCESS

- A. If students and/or parents disagree with the school counselor's decision regarding a course petition, they may request that the high school principal to review the decision.
- B. If the student and/or parent disagree with the decision of the high school principal, they may submit a request in writing to the Director of Teaching & Learning.

Please refer to Policies 611, 612 & 613.1

School Board Adoption: May 9, 2022