Policy #:	**EDU.350.7**
Policy Title:	High School Credit
Approval Date:	7/25/22
Review Date:	N/A
Related Documents:	D51 Request for High School Credit form Mesa County Valley School District 51 School-to-Work / Educational Training Agreement

General Principles
Credit in grades 9-12 is determined by the High School Academic Advisor (HSAA) team, based on District #51 graduation requirements, Colorado Academic Standards, and completion of the course. Credit is awarded for a course that follows a scope and sequence designed for a specific subject (e.g. algebra) and the amount is based on .5 credits for a course with content typically completed in one semester. While a course is in progress, the HSAA team oversees it, requiring clear documentation of the body of work, test results, and/or a record of grades from the course instructor. The final determination of credit is made at the end of each semester. While substantively the same, MVCS may apply credit in a slightly different way than does D51; students transferring in and out of the high school program may have transcript adjustments made by the receiving school.

Students enrolled in grades 9-12 must earn credit at a minimum pace of 2.5 credits per semester to remain enrolled in MVCS; however, at this pace the student will not be on track for a 4-year graduation. 3.0 credits per semester is considered on-track for a 4-year graduation (25 total credits required for graduation). Other than for seniors, 1.5 of those credits per semester must be in core subjects.

Students with special needs as outlined in MVCS policy STU.300 may fall under different high school credit requirements.

Attendance at Academic Advisor Meetings
Students at MVCS are expected and encouraged to take responsibility for their own learning. Therefore, students are expected to attend all Academic Advisor meetings to discuss their schoolwork, graduation requirements, and other matters pertaining to their Individual Career and Academic Plan (ICAP).

Course Grades and Non-Completed Courses
In order to provide consistency with other District #51 schools, MVCS adheres to the following grading principles:

- Documentation provided must support the grade awarded.
- Grading procedures must conform to trackable grading guidelines which could include a percentage of the course being done with oral work, written work,

projects, participation, and course assessments. Parents will discuss their grading plan at the beginning of each semester with their Academic Advisor. Parents will be given guidance and training, when necessary, on methods of grading.

- MVCS uses the following grading scale:
  A—90% and above
  B—80-89%
  C—70-79%
  D—60-69%
  F—59% and below

If a student does not complete a course, an evaluation of the course will be done by the HSAA team with input from the parent and student. The course will be transcripted in one of the following ways:

- WP (Withdraw/Pass)—Student withdrew from the course with a passing grade with no impact on GPA.
- WF (Withdraw/Fail)—Student withdrew from the course with a failing grade with no impact on GPA.
- IP (In Process)—Course was not planned for completion during the semester and a plan is in place for the course to be completed by the end of the following semester. The Academic Advisor will post the grade at that time.
- I (Incomplete)—Although planned for completion during the semester, the student did not finish course in that time. The incomplete will remain on the transcript for the following semester. At the end of the following semester, the Academic Advisor will post the grade earned for the completed course. If the course is not completed, the grade will be an F.

Grade Point Average

Credit for high school classes is assigned in the following way for Grade Point Average (GPA) purposes:

Grade	Standard Points	Weighted Points
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

A pass earned in a pass/fail class has no impact on the GPA. However, a fail earned in a pass/fail class is worth the same as an F.

English Language Arts (ELA) Off-Site Class Credit
For each .5 credit of ELA, a student must:

- Follow a published ELA curriculum that includes reading comprehension, grammar, vocabulary, literary devices, and writing high school level essays.

OR

- Read 3 novels approved by their Academic Advisor (preferably in different genres) and complete corresponding activities including such things as comprehension, vocabulary, exploration of theme, and literary analysis.
- Write a final essay/paper of high school caliber with correct MLA formatting and citations for each of the novels studied.
- Study grammar and mechanics, either embedded into the novel studies or as a stand-alone activity.

Academic Advisors evaluate off-site ELA classes to determine if they meet the Colorado Academic Standards and graduation requirements regarding speech. Students may be required to take a stand-alone speech class prior to graduation if their ELA classes have not included enough speech experience.

High School Credit Completed in Middle School
MVCS encourages students to achieve the maximum of their potential. In rare cases, this involves beginning high school coursework before 9th grade. Although MVCS does not routinely give high school credit for middle school students, the following are exceptions to that rule:

- When a student has a rigorous high school course plan that involves accelerating learning and possibly graduating early.
- When MVCS staff can build a body of evidence that the student is capable of such work and is not being challenged by the standard course selections for his or her grade level and has already met all middle school academic standards for the content area being considered for accelerated credit.
- When the student is motivated and interested in such a plan, and the course load is not adversely affecting the work.
- When the parent and academic advisor agree that working ahead of current grade level will not adversely affect college or career plans and goals.

A student seeking to earn high school credit while still in middle school must meet the following criteria in the subject area:

- The student must be at or above grade level. Proficiency determinations are made by in-field MVCS staff.
- The student must have a recommendation from the parent or primary instructor which is also signed by the student's Academic Advisor.

- A placement test, a description of the proposed course which meets state standards, and/or sample work for the content area may be required.
- The request for a high school credit class to be taken must be brought to the HSAA team by the end of the 3rd quarter of the previous school year for students who continue enrollment in MVCS, and—for students new to MVCS—prior to the end of the 1st quarter in which the class is taken.
- Completed student work must be submitted to the HSAA team throughout each semester to document that they are on track with the course progression and that the work is high school level.
- The student must have a C or above in the course at the end of each semester. Failure to maintain this level of work will result in higher scrutiny of future accelerated credit course applications.

Enrolled families are advised of the following restrictions:

- If the student exits MVCS before the 9th grade, high school work done in middle school may not transfer to the receiving high school.
- If high school credit is awarded for a class taken in middle school, it will not be placed on the transcript until the end of the first semester of 9th grade.
- District #51 schools only recognize middle school credit for select courses.
- If the student transfers out of MVCS to a traditional school in the District, a Request for High School Credit form must be completed and processed within the District #51 timeline for 8th grade credits to be awarded at a District high school.

Work Experience Credit

A high school student may receive pass/fail elective credit by completing hours dedicated to the successful performance of job duties. Since there are many ways a student can do this, MVCS consults District 51 practices to evaluate these credits. Overall guidance in this area follows:

- A District 51 School-to-Work/Educational Training Agreement must be submitted to the Academic Advisor by October 1 for a fall class, and February 1 for a spring class.
- 60 documented work hours equals .5 credit.
- Students are limited to 2 credits of Work Experience on their high school transcript.
- For each .5 credit earned, students must submit a one-page report reflecting upon the job experience to their Academic Advisor (e.g. What tasks were performed? What was learned?). Students are not required to submit two reports for a single Work Experience that is 1 credit.
- A written evaluation from the employer is required at the end of the semester, but this may be deferred to the end of the 2nd semester if the student is

continuing the Work Experience for a full year. This evaluation must be signed by the employer.

- For each credit earned, students must document hours worked by submitting a log of hours and/or pay stubs.

Transferred Credit
MVCS accepts all high school credit documented on transcripts from other Colorado schools accredited by the Colorado Department of Education. All other transferred-in high school credit must be evaluated by the HSAA team. If the work was done in a homeschool environment, MVCS must see the student's completed work to evaluate the credit. For all other settings, the physical work will be reviewed on an as-needed basis.

Driver's Education Credit
Driver's Education may be taken for a .5 elective credit.

Advanced Placement Course Credit
Weighted Advanced Placement (AP) credit is awarded if the student uses AP curriculum approved by the College Board and receives a score ≥ 3 on the AP test. If the student does not take or receives a score < 3 on the test, the class is instead listed as a non-AP, non-weighted class on the transcript.

Students transferring AP coursework into MVCS will have that credit weighted on their MVCS transcript. Students transferring out of MVCS to another school will have the weighted credit on their MVCS transcript, but are advised that this weighted credit may not be accepted by the receiving institution.

Concurrent Enrollment Credit
Concurrent enrollment is coursework which simultaneously receives high school and college credit. Students in grades 9-12 are eligible for concurrent enrollment if they are approved for it by their high school Academic Advisor. Guaranteed transfer courses receive weighted college credit, according to current D51 guidelines.

Weighted credit is awarded as follows:

CMU Credit	High School Credit
1-3	.5
4	.75
5	1

Summer Learning
A student may accrue a maximum of 1 credit (2 classes of .5 credit each) during the summer. Summer hours are not included in the fall PLP for the purpose of meeting minimum fall scheduling requirements.

All summer courses must be pre-approved by the HSAA advising team in the spring, prior to beginning them. This includes the curriculum, the instructor type, and the pacing plan. Depending on the reason a student is studying over the summer, different processes apply. The HSAA team has specific guidance for each type of summer learning:

- Finishing an unfinished spring class
- Replacing a grade
- Unique summer learning opportunity
- Behind on credits
- Starting a fall class early

Credit is contingent upon HSAA review of course completion and grading once school is back in session in the fall, and additional work or documentation may be needed. Failure to follow procedures may jeopardize the student's ability to get credit for summer work. Because classes cannot be frequently monitored by an Advisor during the summer, a student's work may yield a pass/fail rather than letter grade. Hours should be logged by the parent/student on their own and the log and all student work must be reviewed by the HSAA team in the fall. The course is not considered to be complete until it has been placed on the transcript.