

### **ALTERNATIVE CREDITS TOWARD GRADUATION**

Alternative means specified by the district for completing the prescribed course of study will be made available to students, parents/guardians, and the public.

Recognizing that the prescribed course of study may not accommodate the needs of some students, the Board has adopted alternative means for the completion of the prescribed course of study. Students may annually participate in a supplemental or replacement instructional program.

An alternative program for completing graduation requirements provides students with options other than the traditional method of attending classes for a prescribed period of time in order to earn a predetermined number of credits. Alternative programs may include:

1. Challenging of classes through special examination;
2. Independent study;
3. Community-based study;
4. College classes;
5. Adult Education classes;
6. Continuation High School classes;
7. Distance Learning courses;
8. After school/evening courses; and/or
9. Summer school.

A proposal for an alternative course of study may be originated by students, parents/guardians, community members, or staff, and must represent an alternative approach to acquiring the same body of knowledge, skills or understanding as a traditional required or elective course.

Prior consultation and approval of the principal having occurred, students may earn additional credits above those that can be earned with a normal program of studies during each semester.

#### **Definitions**

In relation to alternative programs a **semester** is defined as a period of time equal to at least 60 hours of instruction/work that may occur during a time frame of 5-18 weeks.

Upon successful completion of the academic requirements of the course and the minimum number of hours a student may earn 5 credits in that specific course or elective. These alternative classes may be provided during the academic year or in summer school.

In relation to alternative programs a **term** is defined as a period of time equal to at least 120 hours of instruction/work that may occur during a time frame of 5-18 weeks. Upon successful completion of the academic requirements of the course and the minimum number of hours a student may earn 10 credits in that specific course or elective. These alternative classes may be provided during the academic year or in summer school.

#### Supervised Work Experience Education

A student may be granted up to 40 credits for work experience education through one of the following types: exploratory work experience, general work experience, and/or vocational work experience. The time frame for earning these work experience credits may not exceed 8 semesters of instruction and no more than 20 credits per year.

To receive credit, the student must satisfy eligibility requirements and receive at least the minimum period of instruction or counseling.

A semester period is one period of 40 to 60 minutes of instructional time per week throughout one semester of at least 17 weeks, or a minimum of 12 clock hours of instructional time provided during the academic year or in summer school. While the content to be covered is planned within these time frames, a student may be granted one semester period of credit even though the student spends less than the aforementioned amount of time in completing the necessary work.

#### Supervised Work Experience Education

A student shall be granted up to 40 semester credits for work experience education of one or more of the following types:

1. For exploratory work experience education, the student may earn 10 semester credits for each semester, with a maximum of 20 semester credits earned in two semesters;
2. For general work experience education, the student may earn 10 semester credits for each semester, with a maximum of 40 semester credits;

3. For vocational work experience education, the student may earn 10 semester credits for each semester, with a maximum of 40 semester credits.

To receive credit, the student must satisfy eligibility requirements and receive at least the minimum period of instruction or counseling.

### College Courses

To receive high school credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a written request and receive prior approval before completing any university/college course for credit. Once written approval has been received and subsequently the course is completed; the student must submit a transcript showing successful completion of the course in order to receive credit. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate.

For the purpose of determining appropriate credits the following guidelines are provided:

1. Four (4) Unit Quarter-System College Course (UC/CSU) is equivalent to 10 semester units for high school credit.
2. Three (3) Unit Semester-System College Course (UC/CSU) is equivalent to 10 semester units for high school credit.

### Correspondence/Distance Learning Instruction

A student or parent/guardian shall submit a written request and receive prior approval before completing any correspondence course for credit. Once written approval has been received and subsequently the correspondence course is completed; the student must submit a transcript showing successful completion of the course in order to receive credit. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate. The district will grant credit for correspondence instruction under the following conditions:

1. The correspondence instruction is provided by the University of California, or other accredited university or college in California, in subjects included within or related to the student's course of study;
2. The student is, for good reason, unable to take the course of study offered in the

school; and

3. No more than 20 semester credits of correspondence instruction are credited to a student towards graduation.

Adopted: September 24, 2008