

OUT-OF-SCHOOL CREDIT PROGRAM GUIDELINES AND PROCEDURES

1. The APPLICATION FOR NEW OUT-OF-SCHOOL CREDIT PROGRAM (Form A-1) must be completed, and the program proposal must be recommended by the principal and approved by the Superintendent prior to formal announcement to the students. The OUT-OF-SCHOOL PROGRAM DESCRIPTION (Form A-2) is a part of the application.
2. The OUT-OF-SCHOOL CREDIT APPLICATION (Form B) should be initiated and processed prior to the beginning of the semester for which credit is sought, if at all possible; it must be processed with all action signatures completed prior to the end of the semester. After action has been completed, the school should file the original of this form in the student's permanent record and provide a copy to the parent/guardian and to the Superintendent.
3. Students must have passing grades in all subjects for the semester immediately preceding their enrollment in an out-of-school program.
4. Grades submitted by the program teacher or supervisor at the end of the semester should be recorded only as "P" (Pass); "F" (Fail); or "I" (Incomplete) with one (1) or one-half (1/2) credit entered on the record for the passing (P) grade only. This credit/grade does not count in calculations of grade point average (GPA) or rank in class.
5. Credit must be granted for out-of-school experience in terms of the number of hours of instruction. 180 hours = 1 unit of credit; 90 hours = 1/2 credit.
6. The program must be conducted at times other than the normal school day. Exceptions may be made upon the recommendation of the Superintendent.
7. The instructional program must be coordinated by a faculty member with specific, appropriate background in the proposed credit experiences.