



POLICY 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. The purpose of this policy is also to address the transfer of student credit from other public schools or from out-of-state, private, or home schools and online learning programs and to address how Parnassus Preparatory School (the “School” or “Parnassus”) will recognize student achievement obtained outside of Parnassus.

II. GENERAL STATEMENT OF POLICY

The policy of the Parnassus Preparatory School is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

A. Accredited School

“Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

B. Blended Learning

“Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

C. Commissioner

“Commissioner” means the Commissioner of MDE.

D. Digital Learning

“Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.

E. Eligible Institution

“Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a

private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

F. Nonpublic School

“Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

G. Online Learning

“Online learning” is a form of digital learning delivered by an approved online learning provider.

H. Online Learning Provider

“Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

I. Weighted Grade

“Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The School will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 8 credits from the School.

B. Transfer of Academic Requirements from Other Schools

1. The School will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with School graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class

rank if a student has earned at least 8 credits from the School, except in the case of history and literature courses, as outlined in Section VIII.

- c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the School's graduation requirements but is comparable to elective credits offered by the School for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the School's graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the School for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the School upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the School determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with School graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the School's high school graduation requirements but is comparable to elective credits offered by the School for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the School for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and subject area requirements of the School.

1. Course credit will be considered only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the postsecondary course does not fully align with the content of a School of Rhetoric course required for graduation, but is comparable to elective credits offered by the School for graduation, the School may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the School for which graduation credit would be provided, the School may consult the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for postsecondary credits taken by a student, the School will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. By the earlier of (1) three weeks prior to the date by which a student must register for School of Rhetoric courses for the following school year, or (2) March 1 of each year, the School must provide up-to-date information on the School's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in Fourth Level Logic through Third Level Rhetoric. To assist in planning, a pupil must inform the School by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the School by October 30 or May 30.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the School's graduation requirements, except in the case of history and literature courses, as outlined in Section VIII.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the School's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The School will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the School.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the School.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements, except in the case of history and literature courses, as outlined in Section VIII.
- D. In the event the content of the advanced academic course does not fully align with the content of a School of Rhetoric course required for graduation but is comparable to elective credits offered by the School for graduation, the School may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the School for which high school graduation credit would be provided, the School will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. SPECIAL INFORMATION REGARDING CREDIT FOR HISTORY AND LITERATURE COURSES

- A. The School will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than Parnassus.
- B. The School offers two diploma options for School of Rhetoric students. Both of these diploma options require four (4) credits of history and four (4) credits of literature. All four (4) of these history credits and all four (4) of these literature credits may only be granted for courses completed at Parnassus.
- C. The School will not award history or literature credit for history, social studies, literature, English, or communication arts, or similar courses taken outside of Parnassus and courses taken outside Parnassus will not be counted towards the school district's School of Rhetoric course-specific graduation requirements.
- D. Elective credit will be awarded for any outside course that would otherwise be categorized as a history or literature course.

IX. WEIGHTED GRADES

- A. The School offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
 - 1. A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.125.

2. A grade awarded in an Honors course will be multiplied by a factor of 1.125.
 3. A grade awarded in a College in the Schools course will be multiplied by a factor of 1.125.
 4. A grade awarded in a University of Minnesota Talented Youth Mathematics Program course will be multiplied by a factor of 1.125.
 5. A grade awarded in a course taken through a Postsecondary Enrollment Options program will be multiplied by a factor of 1.125.
- B. The School will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

X. PROCESS FOR AWARDING CREDIT

- A. The School of Rhetoric Principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The Principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the Principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the Executive Director within five school days of the date of the Principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the Executive Director as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the School for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the School's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or Executive Director may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References

1. Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
2. Minn. Stat. § 120B.021 (Required Academic Standards)
3. Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
4. Minn. Stat. § 120B.14 (Advanced Academic Credit)
5. Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
6. Minn. Stat. § 123B.445 (Nonpublic Education Council)
7. Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
8. Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
9. Minn. Stat. § 124D.095 (Online Learning Option)
10. Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
11. Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
12. Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
13. Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
14. Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
15. Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
16. Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References

1. Board Policy 601 – Curriculum and Instruction
2. Board Policy 616 – School System Accountability