

Sacramento City USD

Administrative Regulation

Alternative Credits Toward Graduation

AR 6146.11

Instruction

Juvenile Court School

The district shall accept for credit any coursework satisfactorily completed by students while detained in a juvenile court school or county or state-operated institution. District students who successfully complete district graduation requirements while so detained shall receive a diploma from the school they last attended. (Education Code 48645.5)

Private Instruction

At his/her discretion, the principal or designee may grant credit for private instruction toward high school graduation. The private instruction is in compliance with Article 3 of Chapter 2 of the Education Code relating to exemption from compulsory education. The following provisions must be in place:

1. The instruction entails fields and subjects included in the school's courses of study and curricula. (5 CCR 1631)
2. The student demonstrates his/her capabilities at the beginning and at the end of the period of private instruction by examinations given under the school's supervision, thereby showing that he/she has made progress in learning satisfactory to the school. (5 CCR 1631)
3. The principal or designee has approved the curriculum and final evaluation instrument used in the private instruction.
4. Credit earned while the student attends district schools in grades nine through 12 is limited to 10 credits for any year.

Foreign Language Instruction

The district shall accept for credit foreign language courses successfully completed in a private school, provided that all of the following conditions are met: (5 CCR 1632)

1. The student or parent/guardian applies in writing for the credit, specifies the private school attended and the amount and level of credit requested, and submits written evidence from the private school showing that the student successfully completed the course.
2. The amount of credit sought equals at least one semester's work.

3. The principal or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in district schools.

College Courses

The district shall give credit toward high school graduation for course work successfully completed at a junior college or state college/university, provided that:

1. Concurrent enrollment at a community college or university should be limited to 11th and 12th grade students. Principals may make an exception for highly accelerated 9th and 10th grade students on a case-by-case basis.
2. The student is enrolled at the high school for a minimum of 240 minutes during the period of concurrent enrollment, except for those students who have on file an approved senior exemption petition. (Education Code 46141)
3. The student applies in writing for the credit. The request must be made within the first week of each semester. (5 CCR 1630)
4. The written request for concurrent enrollment has been approved, in writing, from the principal and the appropriate authority of the community college, before the student is actually enrolled.
5. The course subject is included in the high school course of study. (5 CCR 1630)
6. There is no limit on the number of credits a high school student can earn at a college or university toward high school graduation.
7. Transfer of Credit from Community College or University to the High School.

Credit toward graduation for successful completion of courses taken at a community college or university may be granted to a student co-enrolled in high school and college/university, provided that:

- a. At the time application for admittance to college or university is being requested from the principal, a written agreement is executed, signed by the student, parent/guardian, and principal, stipulating the course, number of high school units to be accepted, and a date established for submission to the high school the verification of satisfactory completion. Verification of college/university credits will be by official transcript of record received by the high school's registrar. For the purpose of registration or participation in graduation ceremonies, a statement from the college instructor indicating satisfactory progress to date may be used, informally to determine a course of action. However, if transferred credits are necessary to meet graduation requirements, no official document of graduation may be given until the official college/university transcript has been received by the high school registrar.

b. Three and one-third semester periods high school credit is given for each credit hour earned in college. (5 CCR 1630)

c. The student receives the same letter grade for the high school credit as is granted by the college.

d. The community college or university credits accepted toward high school graduation may not be any of those specific courses required for the graduation established by the Sacramento City Unified School District.

e. The combined aggregate of credits at the high school and community college or university during any one semester shall not exceed 50.

f. Students may apply the number of earned concurrent credits each year toward district high school graduation requirements.

g. At the student's request, the course is not being applied for credit toward college graduation. (5 CCR 1630)

h. Any exceptions to the above provisions except item (d) may be approved by the high school principal.

i. Exceptions to item (d) may be approved only if:

(1) Community college or university credits that are accepted toward high school graduation may be courses required for graduation if the courses are on an approved list provided by the Secondary Curriculum Office.

(2) These courses must be aligned with the Sacramento City Unified School District subject area content standards for the specific courses required for graduation.

(3) The approved list of courses will be reviewed on an annual basis to ensure content alignment.

8. Community College or University Summer School Enrollment

Students must follow the same procedures of written application and approval established for concurrent enrollment to enroll in summer session at the community college.

Contract Independent Study Program

Independent Study provides for students an additional option for the pursuit of educational goals. Examples of the purposes which Contract Independent Study may serve for students are listed below:

1. To provide opportunities for the pursuit of special or unique educational interests on an independent, school supervised basis.
2. To provide alternatives and individual guidance for students who have experienced difficulty in adapting to the regular curriculum.
3. To provide outlets for students with scheduling problems, full schedule of other classes, intern programs off campus and other conflicting interests.

Work Taken in Foreign Countries

Both elective and required credit will be allowed for high school work taken in foreign countries and the amount of credit to be allowed will be evaluated through the office of the principal. The University of California maintains a special service for the evaluation of such credits:

Foreign Language Specialist
Admissions Office
127 Sproul Hall
University of California
Berkeley, CA 94720

Credit for Bible History

1. If a transcript for a student transferring from a religious school indicates instruction in religion or religious materials, credit will not be granted unless the student produces evidence that the purpose of the course was primarily focused on secular subject matter.
2. If the transcript shows the subject religion, no credit will be given.
3. The registrar's office may not change the transcript in any way.

Out-of-District Course

The district accepts all credit earned for work taken in any accredited high school including summer school. However, the district may determine credit that is acceptable for satisfying graduation requirements.

1. To confirm that credit earned will fulfill graduation requirements as established by the Governing Board, a student of any of the Sacramento City Unified School District high schools who wishes to earn credit in an out-of-district summer school should obtain approval from his/her counselor of the school he/she will attend, the course he/she intends to take, and the amount of credit to be allowed.
2. Students may not meet graduation requirements in the required subjects of English and United States History and Government in an out-of-district summer school.

Credit by Examination

1. Credit shall not normally be granted on the basis of an examination only. However, credit may be granted in cases of extraordinary circumstances including, but not limited to, permanent physical handicap, undue hardship, and lost official records, properly verified in writing as determined by the principal, with the exceptions listed in #2 below
2. Examinations may be required to validate credit in cases where transfer records are incomplete and other verifications is not adequate or possible.

High School Correspondence and On-Line Courses

Credits for correspondence or on-line courses may be granted toward graduation, provided that:

1. The students must be regularly enrolled in a local district high school.
2. The student obtains the prior written approval of the high school principal.
3. The student may not earn more than a total of 40 units of credit counting towards graduation for the four years of high school.
4. To receive credit, the courses must be accredited by the Western Association of Schools and Colleges (WASC).
5. Correspondence or online credits accepted toward high school graduation may not be any of those specific courses required for the graduation established by the Sacramento City Unified School District.
6. Exceptions to item (5) may be approved only if:
 - a. Community college or university credits that are accepted toward high school graduation may be courses required for graduation if the courses are on an approved list provided by the Secondary Curriculum Office.
 - b. These courses must be aligned with the Sacramento City Unified School District subject area content standards for the specific courses required for graduation.
 - c. The approved list of courses will be reviewed on an annual basis to ensure content alignment.

Regulation	SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
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