Responsible: Student Accounting

PURPOSE

This Administrative Procedure shall establish the process for a student who takes a course at a school outside of Washoe County School District (District) that is accredited by one of the bodies listed in NAC 389.680 may present a certificate from that school outside of the District for credit.

DEFINITIONS

1. "Accredited" describes a school that has been accredited by one of the seven entities listed in NAC 389.680:
    a. The Middle States Association of Colleges and Schools;
    b. The New England Association of Schools and Colleges;
    c. The North Central Association of Colleges and Schools;
    d. The Northwest Accreditation Commission;
    e. The Southern Association of Colleges and Schools;
    f. The Western Association of Schools and Colleges; or
    g. The Commission on International and Trans-Regional Accreditation

PROCEDURE

1. Students who wish to take a course from a school outside of the District must make sure that the course will be applied to the student's transcript and count toward graduation by meeting with the student's counselor for approval prior to enrolling in or taking the course.
2. For a course to be approved, it must meet the two requirements of NAC 389.680:
    a. Accredited by:
        i. The Middle States Association of Colleges and Schools;
        ii. The New England Association of Schools and Colleges;
        iii. The North Central Association of Colleges and Schools;
        iv. The Northwest Accreditation Commission;
        v. The Southern Association of Colleges and Schools;

vi. The Western Association of Schools and Colleges; or

vii. The Commission on International and Trans-Regional Accreditation.

b. The course is equivalent to a course offered in a regular program in the District or a course offered in an adult high school program in the District, as applicable.

3. The approved course may be part of the student's academic load if the enrollment is verified by the school outside of the District.

   a. If the course is part of the student's academic load and if the course is not completed by the end of the semester the student will receive a mark of U.

      i. The student may request an incomplete, INC.

      ii. If the course is not completed by the end of the INC period, 6 weeks, the student will receive a mark of U.

      iii. The student can complete the course outside of the academic load and the grade posted the following semester and the U repeated with RP.

4. Students who do not get prior approval to take the course and finish a course, may present the certificate to the school's designee, however, the course will not be posted to the transcript unless the course meets the requirements for approval.

5. Middle school students are not eligible to participate in Accredited Certificates for High School Credit.

6. Students must present a completed certificate from an approved course to the student's school counselor.

   a. The counselor will contact the school to make sure the student completed the course.

   b. The counselor will present this verification with the certificate to the Student Accounting High School Troubleshooter who will issue the credit to the High School Registrar to post on the transcript.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
    a. NRS Chapter 389, specifically: 389.171 Credit granted for performance on examination in lieu of course attendance; regulations.
    b. NAC Chapter 389, specifically: 389.670 Credit granted for performance on examination in lieu of course attendance: Board of trustees required to prescribe application and eligible courses of study; effect of pupil's withdrawal from school; authority of State Board to review examination and minimum score required.

REVISION HISTORY

Date	Revision	Modification
5/20/21	1.0	Adopted