EARNING CREDIT

Responsible Office: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to students earning credit in a course within a semester.

PROCEDURE

1. Most classes in the instructional program award one-half (.5) credit for one semester's work. The school year is divided into two semesters. Credit is awarded at the end of each semester to students who \have completed all required coursework successfully and have taken the final examination. Students who withdraw from a class after the eleventh week of the semester will receive an F, regardless of what the actual grade was at the time of withdrawal. This does not apply to students who are transferring to another school.

2. Credit for all courses taken in a semester at the high school will be recorded immediately when the credit is earned. Examples are credits earned in: Correspondence, Work Experience, Washoe County School District (District) online courses (not offered through the Supplemental Credit Office), Dual Credit, or other programs where credit could be completed prior to the end of a semester.

3. It is also very important that the school in which the course was completed is noted accurately on the transcript. For example, a correspondence course when completed should be noted on the transcript under the name of the institution where the student earned credit and should NEVER be indicated that the credit was earned in a District school.

4. Partial credit may only be awarded to foster students or students in transition who are passing the course at nine weeks. All other students who does not complete all requirements and/or do not take the final exam, but who could earn a passing grade if the student passed the final exam, may receive an "incomplete" and will have six weeks to complete the course.

5. Students may not receive credit for the same course twice or for two course-equivalent courses (e.g., cannot earn credit for Life Science 1-2 and Biology; cannot earn credit for Algebra 1-A/1-B and Algebra 1).

6. All correspondence, District online courses, non-District online courses, and work and study courses when counted as part of the academic load, must be completed by the end of the semester or the student will receive an incomplete posted to the transcript. The student must then follow the six week rule regarding incompletes.

7. Students may not add a course after the 20th day for credit unless they make

up the missed standards to the satisfaction of the teacher. The 20th day is determined by the Office of Academics.

8. Students may not take courses in mathematics, science, or English out of sequence unless the following conditions occur:

    a. The student has taken the number of required courses for graduation while in high school (2-science, 3-math, 4-English).

LEGAL REQUIREMENTS ANDASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

    a. Administrative Procedure 6238, Withdrawal From Class – High School; and

    b. Administrative Procedure 5025, Student Placement and Communication of Progress.

REVISION HISTORY

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
02/01/2012	2.0	Revised
12/05/2013	3.0	Revised
09/10/2014	4.0	Revised: Converted to Administrative Procedure
06/30/2022	5.0	Revised: Removed reference to HSPE.