

Adopted: _____

MSBA/MASA Model Policy 620

Orig. 1998

Revised: _____

Rev. 2011

620 CREDIT FOR LEARNING

[Note: With the repeal of the Profile of Learning, school districts no longer are required to have a process for the transfer of Profile of Learning related content standards, recognition of completed work, credit by assessment, or waiver of content standards as set forth in Sections III. through VI. of this policy. Therefore, school districts may elect to withdraw Sections III. through VI. of this policy. A school district may continue to implement Profile of Learning content standards and manage the standards they choose to retain in whatever manner they deem appropriate. Therefore, school districts which retain any portion of the Profile of Learning related content standards may choose to retain all or a portion of Sections III. through VI. of this policy or revise these portions of the policy to meet local school district needs. Regardless of whether school districts eliminate Profile of Learning content standards, either in whole or in part, school districts are required to continue to provide students with credit for approved post-secondary courses, as set forth in Section VII., whether such credit is applied to Profile of Learning content standards or Minnesota Academic Standards.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. For students completing Profile of Learning content standards pursuant to Policy 613, the purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to develop and provide processes and procedures by which students may meet a graduation requirement for a Profile of Learning content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The school district may also waive the Profile of Learning content standards for certain students if the criteria for such waivers are met.

III. TRANSFER OF CONTENT STANDARDS

A. The school district will transfer high school content standards achieved in earlier

grades or in other schools on standards-based programs to the student's record upon admission, completion of a summer school program or the like.

- B. When a student transfers into the school district from another Minnesota public school district, any standards completed in the sending school district, along with scores recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.

[Note: The process set forth in this policy is the process the Minnesota Department of Education (MDE) formerly suggested school districts follow.]

- C. Students may be advised of the opportunities available to complete further requirements and electives.

IV. RECOGNITION OF COMPLETED WORK FOR CONTENT STANDARDS

- A. The school district will translate work completed by eligible students electing to complete the Profile of Learning content standards pursuant to Policy 613, including those with special needs, in schools (K-12, post-secondary, or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.

- B. When a student transfers into the school district with a transcript from a school or school district other than a Minnesota public school district, the following shall be the policy and procedure for recognizing such previous achievement for those eligible students electing to complete the Profile of Learning content standards pursuant to Policy 613:

1. When the student has been scored with a performance assessment that fulfills or approximates the provisions of a full standard, the standards completed shall be treated as if they had been accomplished in a Minnesota public school;
2. When the course, topic or content of a Minnesota high school Profile of Learning content standard has been completed, but through requirements which do not parallel or approximate the Profile of Learning content standards adopted by the school district, the standard shall be declared achieved, no score shall be assigned, and the transcript shall indicate that the standard has been “equalized from a transcript from *[name of sending institution]*.”
3. Effort shall be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for previous learning. This may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.

[Note: The process set forth in this policy is the process MDE formerly suggested school districts follow.]

V. CREDIT OF CONTENT STANDARDS BY ASSESSMENT

- A. The school district will provide eligible students electing to complete the Profile of Learning content standards pursuant to Policy 613, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.
- B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal.
- C. Not more than sixty (60) days after the application is filed, the principal shall inform the student and the student's parents what evidence must be presented to certify the completion of the Profile of Learning content standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.
- D. Upon the principal's determination of successful submission of the required evidence, the Profile of Learning content standard shall be noted on the transcript, with a score if appropriate, and a notation of where and when the standard was completed and verified.

[Note: The process set forth in this policy is the process MDE formerly suggested school districts follow.]

VI. WAIVER OF PROFILE OF LEARNING CONTENT STANDARDS FOR RIGOROUS COURSE OF STUDY

- A. Upon application of a student, with approval of the student's parent or guardian and with the recommendation of the student's teacher, the school district may declare that a student has completed a Profile of Learning content standard if the school board determines that:
 - 1. The student is participating in a course of study, including an advanced placement or international baccalaureate course or a learning opportunity outside the curriculum of the school district that is equally or more rigorous than the Profile of Learning content standard required by the school district or state Graduation Rule; and
 - 2. Achieving the Profile of Learning content standard to be waived would preclude the student from participating in the rigorous course of study or

learning opportunity.

- B. A waiver may not have the effect of a student graduating with no completed Profile of Learning content standards in any of the learning areas one through nine of the Profile of Learning content standards adopted by the school district and a waiver should rarely be granted from more than one requirement.
- C. Application for a waiver will be considered only if the application is submitted not more than eighteen (18) months and not less than six (6) months prior to the student's anticipated graduation date.
- D. A waiver will be revoked if the student fails to successfully complete the alternative rigorous program.

[Note: In complying with the requirement in Part VI., school districts may impose conditions on such waivers to reduce the number of waivers needed. The conditions set forth in Paragraphs VI.B., C., and D. for granting such waivers which are included in this policy are those conditions formerly suggested by MDE.]

VII. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program or online learning course or program under Minn. Stat. § 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements of the Profile of Learning content standards adopted by the school district corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program or 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 Minnesota Academic Standards.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)

Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)