

### **Definition of a Credit**

One class period per day per 180 instructional days = one credit (45 minutes x 180 days = 8100 minutes of instruction or 135 instructional hours). When determining credit for transfer students or for students taking approved coursework outside of the Abbotsford High School curriculum, the following schedule is used:

120 hours to 135 hours =	1 credit
60 hours to 68 hours =	.5 credit
30 hours to 34 hours =	.25 credit
less than 30 hours =	No credit

### **Earning Credit Towards a High School Diploma**

A student's grade point average (GPA) begins with his/her enrollment in grade 9 which includes courses taken for credit following promotion from eighth grade. Though a student may take high school courses while in middle school, no credits or grades will be entered on the student's high school transcript. The title of the course successfully completed will be noted on the student's transcript and the course may fulfill prerequisite requirements for high school classes. No credits or grades will be assigned for high school course work while a student is in the middle school.

### **Transfer Students**

Students transferring into the high school from private or public high schools will have credits evaluated by the principal, guidance counselor and/or the school psychologist. The number of credits required for graduation will be prorated if the number of credits required for graduation is less than the transferring school.

### **Special Needs Programs (Special Education, Section 504, Limited English Proficiency, At Risk/Alternative School)**

Students enrolled in a program with an individual education plan (IEP) may have their individual educational sequence modified to meet their specific needs. Students must obtain the required number of credits, with curriculum modifications as determined by the department, case manager, Abbotsford District approved Alternative School Curriculum Plan or At Risk Plan.

### **International Exchanges**

A student from Abbotsford High School who attends school in another country may earn credit towards a diploma. The student and his/her parent(s) must meet with the counselor to review current progress toward the earning of a diploma. Following the student's exchange, a transcript must be submitted to the high school principal from the foreign school documenting the course titles (in English), the number of hours per semester attended, and a numerical or grade evaluation of each course. Any questions or concerns regarding awarding of credits/ grades will be directed to the District Administrator for

consideration and decision. Failure to follow the above procedures could result in a delay in earning an Abbotsford High School diploma.

### **Assignment of Credit for Other Courses**

Courses not included in the Abbotsford High School Curriculum Guide or not authorized by the Board of Education, must be submitted to a Credit Review Committee. The committee will study the course description and/or course outline/syllabus to determine:

- a. The number of credits(s) to be awarded based on the hours required for the class.
- b. Whether the credit awarded should be general elective credit or required departmental credit.

The above decisions will be made as a result of review by and recommendations of the department(s) involved and then by a final review of the Credit Review Committee. The High School Principal will provide a uniform form to be used to review courses for comparability. Courses/programs to be considered for credit include but are not limited to: Youth Options Program courses, distance learning courses, language/leadership camps, correspondence courses, Upward Bound, and Badger Challenge Camp.

### **Credit Review Committee**

The Credit Review Committee will consist of an administrator, teacher, and pupil services staff member from the Strategic Focus Committee. Any questions or concerns regarding awarding of credits/grades will be directed to the District Administrator for consideration and decision.

Cross Ref: 342.31 Student Acceleration Guidelines for High School Credit  
354 International Exchanges

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