

Credit Flexibility Plan

Students may earn graduation credits through Credit Flex by taking online courses, by proving mastery of course content, or by crafting an individual plan for independent study, internships/field experiences, community service/service learning, or educational travel. Students interested in any of these 3 options must complete the *Credit Flex Application* at the end of this *Guidebook*.

1. Online Courses

Students may take an online course through an outside provider with control over the time, place, and pace of their learning. Students are responsible for all fees associated with online courses.

Approved Online Provider and End-of-Course Assessment Information:

Online courses through Credit Flex are an alternative option; they are not an easier option than taking a course at Akros Middle School / AkroTech High School. It is necessary to select online providers that are adequately aligned to state standards. In addition, with the state-required, End-of-Course Assessments, the online courses must also be rigorous for students. Therefore, only certain online providers are identified so that they adequately and appropriately prepare students for the new requirements. When the course is one that has a state End-of-Course Assessment for graduation, students are required to take the state test during the identified testing window. The state decides when these tests are given. Therefore, there may be a lapse between the time the student finishes the course and when the student sits for the assessment.

The following online providers have been approved.

- APEX

Note: AP courses taken from an online provider must be audited and approved by The College Board. Students will have to provide proof of the audit and approval from the College Board in order to receive a weighted grade on their AkroTech High School transcript.

Application Process:

- Complete the *Credit Flex Application*, circling “Online Course” as the requested option.
- Meet with a counselor/principal to discuss online provider options for the requested course.

FEE NOTICE

The following are fees which apply to the Online Credit Flex Option. *All fees are the responsibility of the applicant.*

- Course fee(s) as specified by the online provider
- Proctoring fee(s) for final assessment (if required by online provider)

Prerequisite Courses:

*Students using online courses for core areas as a prerequisite to another course for original credit **MUST COMPLETE** the online course **BEFORE** being scheduled in the next course in the sequence.*

Example: *Students taking Algebra I through an online provider **MUST COMPLETE** the course **PRIOR** to the school year they wish to enroll in Geometry.*

Note: *The National Collegiate Athletic Association (NCAA) has limitations on the types of courses it will accept for athletic eligibility. Specifically, the NCAA does not recognize all online courses for core graduation credit. Please reference the NCAA Eligibility Center for more information regarding specific course options.*

2. Mastery Assessment

Students may choose to demonstrate mastery of course content by passing a comprehensive course exam with 80% or greater and by demonstrating their ability to apply knowledge and concepts.

Application Process*:

- Complete the *Credit Flex Application*, circling “Mastery Assessment” as the requested option. *See the timeline at the end of this Guidebook for Mastery Assessment deadlines to allow for re-scheduling of the course if students are unable to meet the 80% mastery goal.*
- Meet with a Teacher of Record (TOR) to complete the Mastery Assessment process.
 - Students will be given **one attempt** to demonstrate proficiency by completing a comprehensive exam covering essential content knowledge addressed in an equivalent AkroTech course. *See the *Guidebook and Application* for testing dates and other deadlines.*
 - Students failing to score 80% or above on the exam will be reassigned to a traditional course.
 - Students demonstrating 80% or greater mastery on the exam will also complete a project/problem-based assessment designed to prove their ability to apply their knowledge.
 - Students will then present their work to the Akros/AkroTech Credit Flex Committee who will decide on level of competency demonstrated for the purposes of assigning a grade and credit.

MASTERY ASSESSMENT NOTICE:

- Students may not select the Mastery Assessment option for courses which require students to work collaboratively to produce a final group product (e.g., band, orchestra, chorus, drama, journalism).
- Students may choose to use an Advanced Placement exam for their Mastery Assessment option providing a *Credit Flex Application* is submitted and approved according to the timeline (see end of this *Guidebook*) and all of the following conditions are met.
 - All AP tests will be given according to The College Board schedule.
 - Students choosing AP as their Mastery Assessment option must earn a score of 3, 4, or 5 on the AP test in order to get credit for the course.
 - Scores are not official until they reach the school in July. *Students using Advanced Placement Tests for the Mastery Assessment option will not be able to apply any credit earned until the following school year.*
 - Students are responsible for all fees associated with AP exams.

NOTE: College Board regulations do not allow AP exams to be taken more than one time. Students should understand that using an AP exam for Mastery Assessment means that this would be their ***only*** opportunity to take that particular AP test.

- Fees may be assessed based on the costs associated with this Credit Flex option.

When the course is one that has a state End-of-Course Assessment for graduation, students are required to take the state test during the identified testing window, in addition to any Mastery Assessment plan the student completes. The state decides when these tests are given. Therefore, there may be a lapse between the time the student finishes this option and when the student sits for the assessment.

***IMPORTANT NOTE:** If there is no Mastery Assessment or AP exam available for a requested course at the time of application, the District will provide an appropriate assessment in a timely fashion and inform students when the assessment is ready. In cases where Akros/AkroTech does not have the capacity to generate an assessment, students will be encouraged to select another Credit Flex option for the course.

Note: *The National Collegiate Athletic Association (NCAA) does not permit credit for mastery assessment (testing out) of courses. Please reference the NCAA Eligibility Center for more information regarding specific course options*

3. Individual Plan

Students may earn graduation credit by generating and developing an Individual Plan for any of the following: independent study, internships/field experiences, community service/service learning, or educational travel.

Application Process:

- Complete the *Credit Flex Application*, circling “Individual Plan” as the requested option.
- Provide a **detailed** outline of the plan with the *Credit Flex Application*. That outline should include the following:
 - specific information about the content knowledge and skills students will learn;
 - specific number of credits students are seeking for their work;
 - how students will access knowledge and practice skills;
 - proof of learning, not including a paper/pencil exam; e.g., artifacts, video, PowerPoint, art work, another appropriate product;
 - a reflective journal or essay documenting learning as it takes place;
 - documentation of internship/field experience or community service/service learning hours; and
 - other information as appropriate to the plan.

INDIVIDUAL PLAN NOTICE:

- In order to complete an Individual Plan, students must have a licensed Ohio educator to serve as Teacher of Record (TOR). This individual must meet HQT requirements for core courses.
- Students will be assigned a TOR for an Individual Plan.
- In certain cases where it seems appropriate, students may select an outside mentor (non-Akros/AkroTech staff member) for their Individual Plan; however, this mentor does not replace the need for a Akros/AkroTech TOR.
 - Outside mentors cannot be related to the applicant.
 - Outside mentors must have a background check and be fingerprinted (Bureau of Criminal Investigation check) prior to working with students. This is the financial responsibility of students/families. BCI documentation must be provided along with the *Credit Flex Application*.
- Based on the details of the Individual Plan, students will be required to make a formal presentation to members of the Akros/AkroTech Credit Flex Committee.
- Students must obtain approval from members of the Akros/AkroTech Credit Flex Committee *prior* to proceeding with an Individual Plan. **Retroactive credit will not be awarded under any circumstances.**
- Students on approved Individual Plans will periodically be required to provide evidence of progress and attendance to their TOR.
- Students failing to meet the standards for ongoing participation and satisfactory progress described in an Individual Plan may be reassigned to traditional courses at the discretion of Akros/AkroTech Schools.
- *Students who have been expelled from school will not be eligible to apply for Credit Flexibility until they are allowed to re-enroll.*
- Students are responsible for all fees or supplies necessary to carry out an Individual Plan.

Note: *The National Collegiate Athletic Association (NCAA) has limitations on the types of courses it will accept for athletic eligibility. Please reference the NCAA Eligibility Center for more information regarding specific course options.*

Appeals Process

7-12 School Credit Flex Appeal Process

- Counselor will provide a written explanation of the denial and include suggestions for the student to use in resubmitting the application. This may take up to 2 weeks. The written explanation will be sent via email to the parent/student and the grade level principal.
- The student will refile the application within 5 days to the Counselor. The Counselor will respond within 5 days in writing.
- If the second re-file is denied, the parent/student can begin the Credit Flex District Appeal process.

7-12 District Credit Flex Appeal Process

- The student/parent can write an appeal within 5 days of the denial to the building principal. The appeal should describe why the Credit Flex project meets the spirit of the law, how it is compliant with the State content standards, and how it fulfills the learning objectives of the student.
- The building principal has 5-10 school days to review and give a finding regarding the appeal.
- If the building principal upholds the appeal, the student/parent may submit within 5 days a written appeal to the Superintendent. These officials have 5-10 days to review and give a finding regarding the appeal.
 - If the building principal decides in favor of the student, the Credit Flex application will move forward.
- If the Superintendent upholds the appeal, the student/parent may appeal to the Ohio Department of Education.
 - If the Superintendent decides in favor of the student, the Credit Flex application will move forward.

Credit Flexibility Application Timeline*

Semester and Year-Long Courses

February – April	Students meet with counselors to discuss Credit Flex options to ensure that any Credit Flex Plan helps the student stay on track for graduation.
April 15	Credit Flex Applications (for Mastery Assessment or Individual Plans) for work beginning over the summer or the first semester of the next school year are due to guidance counselors. Counselors forward applications to members of the Akros/AkroTech for review.
By May 1	Akros/AkroTech reviews applications for approval. Students/parents will be informed of Committee decisions regarding their Plan within 1 week.
By May 10	Revised applications are due to the student’s counselor.
By May 17	Akros/AkroTech reviews <i>revised</i> applications and notifies students/parent.
Note: Additional application timelines may be added during the year for second semester courses. These will be communicated to counselors and will be posted on the Credit Flex website.	

Deadlines for Mastery Assessments and Individual Plan Presentations

Timelines are determined between the Teacher of Record and the student for the required components of each type of application. These are the items that need to be completed. If the course is a pre-requisite, the student must complete all components prior to being scheduled in the next course in the sequence.

Mastery Assessment	Students take the course exam. Students must score 80% or greater to continue with Mastery Assessment for semester or year-long courses. If students fail to achieve 80%, they must work with a counselor to schedule the course in the traditional manner.
	If earning an 80% or greater on the exam, students present the Performance requirement for Mastery Assessment to members of the Akros/AkroTech.
Individual Plan	Students present the Individual Plans to the Akros/AkroTech Credit Flex Panel, based on date and timeline set with the Teacher of Record.

Deadlines for Seniors

Due to timelines for graduation and appropriate scheduling for seniors, specific deadlines are necessary to confirm students have met graduation requirements.

Deadline to Begin a Course	Seniors must begin a Credit Flex course by the end of September in order to confirm with counselors that they will not need to be scheduled into that course.
Deadline to Submit Final Grades	Seniors must submit final grades for Credit Flex courses by the 1st Friday in May in order to ensure they meet graduation timelines.



AkroTech High School

Office Use Only	
Approved	_____
Grade/Credit	_____
Recorded	_____
Rev. 2/1/16	

Credit Flexibility Plan Application

You must complete all required pages of this application to apply for a Credit Flex option: Online Courses, Mastery Assessment, or Individual Plan. See the guidelines and directions outlined in the Akros/AkroTech Credit Flexibility Guidebook (above) prior to completing this Application.

Student Information:

Date of Application _____

Student Name _____ Grade _____ Student ID _____

Student Email _____

Method of obtainment: (check method)

Mastery Assessment _____ Individual Plan _____ Online Learning _____

To the STUDENT:

Your signature below indicates that you:

- ✓ have read and agree to all of the guidelines, policies, and procedures set forth by the *Credit Flexibility Guidebook* (found online or in your counselor's office),
- ✓ have discussed this application with your parents,
- ✓ understand that this is a binding contract and that you are subject to all deadlines and drop dates,
- ✓ understand that your application is subject to approval by the Akros/AkroTech Credit Flex Panel,
- ✓ and that you will hold Akros/AkroTech harmless of any liability during times when you are not required to be at school due to an approved Credit Flex Plan.

If this course is a prerequisite to another course for original credit, you **MUST** complete the Credit Flex course **PRIOR** to being scheduled into the next course in the sequence. You will also be required to take all End-of-Course assessments applicable to your courses and at the times designated by your school within state testing windows.

***Note to athletes: The NCAA Eligibility Center does not accept the test-out option or BYU online courses for core credits. Please reference the NCAA Eligibility Center for more information specific to all Credit Flex options.*

Signature of Student

Date

To the PARENT / GUARDIAN:

Your signature below indicates that you:

- ✓ have read and agree to all of the guidelines, policies, and procedures set forth by the *Credit Flexibility Guidebook* (found online or in the counselor's office),
- ✓ have discussed this application with your student,
- ✓ understand that this is a binding contract and that your student is subject to all deadlines and drop dates,
- ✓ understand that your student's application is subject to approval by the Akros/AkroTech Credit Flex Panel,
- ✓ and that you will hold Akros/AkroTech harmless of any liability during times when your student is not required to be at school due to an approved Credit Flex Plan.

If this course is a prerequisite to another course for original credit, you **MUST** complete the Credit Flex course **PRIOR** to being scheduled into the next course in the sequence. You will also be required to take all End-of-Course assessments applicable to your courses and at the times designated by your school within state testing windows.

Signature of Parent

Date

FOR ONLINE COURSES ONLY: *Prior to enrolling in the course*

Student Name: _____ **ID#:** _____

Course Title: _____ **Provider:** _____

Akros/AkroTech Course Equivalent (if applicable): _____ **Credit:** _____

After course completion

Office Use Only:

Counselor Approval: _____ **Date:** _____

Final Grade for Online Course: _____

(Attach transcript/grade notification from online provider and all additional artifacts for the course as required.)

School Counselor _____ **Date** _____

Building Administrator _____ **Date** _____

Copies of completed form: Student, Counselor, Akros/AkroTech Credit Flex Panel

FOR MASTERY ASSESSMENT OPTION ONLY:

Student Name: _____ **ID#** _____

Course you wish to test out of: _____ **Credit:** _____

Office Use Only:

Mastery Assessment Option Approved: _____ **Date:** _____

Cost to Student: _____

Date of course exam: _____ **Score:** _____

Date of presentation: _____ **Score:** _____

Final Grade for Mastery Assessment Option: _____ **Credit awarded:** _____

Teacher of Record _____ **Date:** _____

Building Administrator _____ **Date:** _____

Copies of completed form: Student, Counselor, Akros/AkroTech Credit Flex Panel

FOR INDIVIDUAL PLAN ONLY:

Student Name: _____ **ID#** _____

Circle One:

Independent Study Internship/Work Experience Educational Travel Community Service/Service Learning

Title of your Plan/Project: _____ **Credit Requested:** _____

Include detailed outline of your Individual Plan



AkroTech High School

Credit Flexibility Plan Application

Student Name: _____

Title of Plan/Project: _____

Subject Area to record credit: _____

Credit Requested: _____

- Attach a detailed outline of the work scope of your project including due dates.
- Attach a list of specific “artifacts” you teacher will assess, i.e. written exam, paper, video production, etc.
- **For PE courses:** attach the appropriate grade-level standards chart from ODE (link found on KLSD website / Departments / Curriculum / Secondary (7-12) Resources / Physical Education / Academic Content Standards)

Counselor: _____

Date: _____

Mentor Name(s) and Contact Info: *required if the student is working with someone not employed by Akros/AkroTech*

Name: _____

Cell#: _____

Email Address: _____

Mentor’s Signature (if applicable) _____

BCI Approval: _____

Office Use Only:

Proof of BCI Approval: _____

Cost to Student: _____

Individual Plan Approved: _____

Date: _____

Appendix 247-B
Credit Flexibility Plan