

# San Dieguito Union High School District

## Reciprocity Of Academic Credit

AR 6146.3

### Instruction

#### Definitions

An "accredited" school is one that has received full accreditation by the Western Association of Schools and Colleges (WASC) or other statewide or regional commissions or, in the case of a school outside California, by the equivalent governmental or other regional accrediting agency in that jurisdiction.

The principal or designee at the enrolling school shall be responsible for determining which of the student's credits are equivalent to district requirements. Guidelines for determining equivalency shall be developed by representative certificated staff familiar with the district's academic standards and graduation requirements.

#### Transfers from Accredited Schools

Students transferring into the district from a fully accredited school shall receive full academic credit for previously completed courses when the sending district verifies that the student has satisfactorily completed those courses.

Credits earned by students on official transcripts issued by outside accredited institutions will be entered on the district transcript using appropriate transfer course codes and the same letter grades issued by the other school or district, and the transcript will indicate the school where the courses were taken. Those course grades will be included in the student's overall grade point average.

#### Transfers from Non-Accredited Schools

When a student transfers from any non-accredited private, public, alternative, home or charter school, academic credit shall be subject to approval by the principal or designee at the enrolling school. Credits transferred from these schools shall be accepted only when there is evidence that the course work completed is equivalent to similar courses offered in this district. It is the student and parent/guardian responsibility to provide evidence of equivalence via academic records. Students who attend a school without accreditation will not receive credit without this evidence.

Approved credits earned by students on transcripts issued by non-accredited institutions will be entered on the district transcript using non-college preparatory transfer course codes and the same letter grades issued by the other school or district, and the transcript will indicate the school where the courses were taken. When it is not possible to accurately translate grade information the transcript will show Pass/Fail marks and credit rather than a letter grade.

#### Transfers from Schools Outside of the United States

When a student transfers from a school outside of the United States, official records will be evaluated and academic credit shall be subject to credit approval by the principal or designee at the enrolling school based on the outside school system and official documentation. Credits earned by students on transcripts issued from

another country will be treated as closely as possible to the core courses offered in the district, but transfer non college preparatory course codes and notation will be used to indicate that the courses were taken outside the school district. Credits earned by students on transcripts issued from another country will be limited to 70 district credits granted per school year of full-time study, or 80 district credits for extended work beyond a normal full-time class load in the outside country. The courses entered on the district transcript will align with district graduation requirements to the greatest extent possible. Grades shall be posted as equivalent to Pass/Fail marks and will not be calculated into the grade point average.

In determining equivalency, the principal and/or designated certificated staff representative may consider one or more of the following:

1. A review of the description of academic content and time requirements of the course work completed by the student compared to academic content and time requirements at the enrolling school
2. An examination of the student's portfolio of work, papers, completed projects, graded tests or other documents demonstrating the student's level of skill and knowledge
3. An opportunity for the student to demonstrate skill by performance on appropriate course-challenging examinations, comprehensive final examinations and/or other culminating exercises used at the enrolling school.

#### Transfers Mid-Term

The procedure for a student enrolling after a new semester or quarter begins is:

1. The counselor will attempt to schedule the student into district classes similar to those in which the student was enrolled at the previous school.
2. The in-progress grade given by the teacher at the previous school will be honored if the student's new class is similar to the class taken at the previous school. The teacher will integrate the transfer grade with the grade earned at the new school. The transfer grade will be weighted proportionately to the number of days enrolled in the class at the previous school. (For example, if a student spent 80% of the days of a semester at the previous school and was earning a "C", 80% of the grade would be a "C" and the remaining 20% would be determined by the performance at the new school.)
3. If a student cannot be placed in a similar class, the student may be granted partial credit for coursework taken at the previous school.

The maximum number of transferable credits is 45 credits per semester and 20 credits per summer school semester.

Students in grades 7 through 8 who transfer into the district without proof of having met the grade level proficiency standards in reading, mathematics and writing must take the appropriate standardized tests of these basic skills to facilitate proper placement.

#### Appeals/Due Process

If a student's parent/guardian disagrees with the school site staff's judgment on grade-level placement, course placement and/or equivalency of academic credit, the parent/guardian may appeal to the Superintendent or

designee.

Within 10 working days of notification of placement or credit determination, the parent/guardian may request, in writing, a conference with the Superintendent or designee to review the school site staff's decision.

The Superintendent or designee shall schedule a conference within 10 working days of the parent/guardian's request. This meeting may include the principal or designee, representatives of the school's certificated staff, and the student's parents/guardian. It shall be the parent/guardian's responsibility to present evidence that the facts do not support the school staff's decision on the student's placement and/or transferability of prior credits.

The Superintendent or designee's decision shall be final.

7/00

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