

RECIPROCITY OF ACADEMIC CREDIT**DEFINITIONS**

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

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 fully accepted when there is evidence that the course work completed is equivalent to similar course offered in this District.

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 staff familiar with the District's academic standards and graduation requirements.

TRANSFERS FROM ACCREDITED SCHOOLS

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

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 member familiar with the District's academic standards and graduation requirements.

In determining equivalency, the principal and/or designated certificated staff member 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 his/her performance on appropriate course-challenging examinations, comprehensive final examinations, and/or other culminating exercises used at the enrolling school.
4. Verification by teacher observation, once the student has been placed in a course, that the student has reached a level of preparation consistent with his/her placement in that course.

APPEALS/DUE PROCESS

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

Within ten 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 ten 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.

Reference: Education Code Sections 35160, 35160.1, 47612.5, 48011, 48645.5, 51225.3, 51228, 52017, 60605, and 60641-60649

Regulation approved: September 6, 2005, February 22, 2016