



## 5021.2 Concurrent Enrollment and Credit for Work Completed Administrative Regulations

**Effective Date: March 8, 2019**

### **Procedure:**

#### **Concurrent Enrollment**

Julian Charter School students currently enrolled in at least twenty (20) units with JCS who wish to take additional classes at any college for academic credit must follow either of the two options listed below. Students may enroll in up to 6 units per semester concurrently with the regularly offered coursework of JCS. Exceptions must be approved by the Executive Director or designee.

#### **Pre-Approved Coursework**

1. The parent notifies the Educational Facilitator (EF) or Academy Advisor of intent to enroll in the class.
2. The student will obtain, from the local college, a concurrent enrollment form, and complete the course information. The parent will submit the concurrent enrollment form for approval to the Executive Director or designee. The student will return the authorized concurrent enrollment request to the college.
3. The EF will follow JCS procedure for entering community college coursework onto the Master Agreement.
4. The parent and Educational Facilitator or Academy Advisor fills out the Request for Academic Credit for Coursework Taken at Colleges form. The parent provides the course information as required on the form.
5. The EF or Academy Advisor submits, via email or mail, the above information to the Academic Counselor for review.
6. In the case of a request to take coursework at a private college, the Academic Counselor will review the course information to ensure that the coursework is not doctrinal, confessional, or sectarian in nature.
7. In the case of a request to take coursework at local community colleges, the Academic Counselor will review the course information to ensure appropriateness of the coursework as well as identifying an appropriate JCS course title and credits.
8. The Academic Counselor will respond back to the Educational Facilitator with an approval or rejection of the request within 2 business days for regular college coursework and within 10 business days for private college coursework.
9. The Academic Counselor files the request in the JCS Main Office.
10. The Academic Counselor maintains a report of private colleges and the coursework that has been denied and approved and makes this information available to the administration and to staff within the staff website.
11. College Preparatory Credit will be granted for any approved course that meets the college's graduation/degree requirements. Courses that do not meet the requirement will be granted non-CP credit.
12. For private college coursework, documentation and course credit will be granted in the same fashion as all other community college coursework. However, Julian Charter School cannot reimburse for class fees or materials for private colleges. The Educational Facilitator or Academy Advisor shall follow the guidelines established for granting ADA and documenting coursework for these courses.

### **Non Pre-Approved Coursework**

1. The parent notifies the Educational Facilitator (EF) or Academy Advisor of intent to enroll in the class.
2. The EF or Academy Coordinator informs the Academic Counselor that the student is taking a course outside of his/her studies at JCS.
3. The course will not be documented on the Master Agreement or on the monthly paperwork.
4. At the conclusion of the course, the parent will submit a Petition for Academic Credit form accompanied by work samples and evidence of work completed, along with the official record of the grade for this class. If the school is assured of the academic integrity of the program and the student's participation, the petition will be granted.

### **Credit for Coursework Completed**

- **At Time of Enrollment**

The school must obtain a copy of an official transcript(s) from all schools that have granted previous high school credits for all students enrolling in the School. An unofficial transcript should be reviewed by the assigned Educational Facilitator or Academy Coordinator at the time of completing the enrollment paperwork in order to establish the necessary course of study for the student. An official transcript must be obtained by the Registrar through the cumulative record request in order to designate transferable credit.

- **Post Secondary Coursework Completed While Enrolled at Julian Charter School**

Please see the Concurrent Enrollment information above for information related to earning credit through the completion of Post Secondary coursework

- **Non-Traditional Studies**

The school will consider petitions for high school credit for non-traditional coursework. Students who are unable to secure transcripts, those who have been educated in a non-traditional school environment, or students who have completed coursework outside of the academic school year or without the supervision of a teacher or school, should follow the procedure for petitioning for academic credit. The school does not grant attendance credit for this type of coursework.

Credits may be granted under the following conditions:

- The Petition for Academic Credit, along with the required work samples to demonstrate work completed, is submitted to the Academic Counselor.
- The Academic Counselor will gather a committee appropriate to the courses being reviewed. The committee will include the Department Chair, High School Assistant Director, a High School Specialist, and the Academic Counselor.
- The student may be required to attend an interview to assess skills and knowledge and/or completed a proctored assessment.

Special Note: In any case of granting credit by petition, only credit will be granted. No grades will be given unless independent evidence of grade is presented and accepted by the committee (as in the case of correspondence or online courses from schools which keep no permanent transcript.)

- **Non-Traditional Studies with Educational Facilitator or Academy Advisor Supervision**

In cases where the student is completing summer courses and activities, special workshops or classes where no attendance credit is given, but the Educational Facilitator or Academy Advisor is assigning and supervising the course, credit can be granted without special petition.

Credit will be granted under the following conditions:

- The Educational Facilitator or Academy Advisor fills out the Learning Plan for Courses Taken Outside of the Academic Year and the Report of Academic Credit for Work Completed Outside of the Academic Year.
- The learning plan includes a description of the course with the objectives, and the report card includes the grade with the work samples attached. If there is any doubt as to the acceptability of the work, the EF should consult the Academic Counselor.
- The Educational Facilitator or Academy Advisor submits these documents to the Academic Counselor within two weeks of the completion of the course.
- The Academic Counselor will review documentation, submit approved documentation to the high school registrar, and will notify the Educational Facilitator or Academy Advisor of approval or denial of the credit submission.

Special Note: Core courses must cover the material in the school approved course descriptions. Completion of the work determines the credit to be given. Electives, especially those for which there is no description and those that are non-academic in nature, can be granted credit by a combination of time spent and work accomplished or skills acquired. The baseline for time spent is 60-75 hours of time for 5 Carnegie Units. Work and skills will be supported by the work samples presented.

Original Procedure 03/09/07  
Revised Procedure 06/08/07  
Revised Procedure 03/08/19