

Transfer of Credit & Demonstrated Competency - Policy

The purpose of this policy is to establish equitable guidelines and procedures for evaluating credit earned for high school at institutions other than Venture and identify acceptable alternative routes to earn credit.

Transfer of Credit

1. Transfer of credit shall be reviewed and accepted only with respect to credit for high school (9th through 12th grade).
2. Venture shall accept student credit and grades at face value from accredited public or accredited private schools.
3. Requests for acceptance of credit from a school that is not accredited will be referred to the Credit Evaluation Team for credit determination.

Credit Evaluation Team

1. The Credit Evaluation Team shall be composed of the high school principal (or designee) and a secondary teacher who teaches each of the courses in question.
2. Credit Evaluation Team findings will be based on a preponderance of evidence gathered from sources such as the following:
 - Course title and description
 - List of instructional materials used
 - Student achievement (progress) or
 - Formative evaluations
 - Summative evaluations
 - Correlation of course objectives with the Utah State Core Curriculum standards and objectives
 - Course length and student attendance
 - Number of days the class met
 - Normal class length
 - Number of classes attended by the student
 - Grading criteria used
 - Teacher name, qualifications, certifications, endorsements, etc.
 - Course requirements for credit (representative sample of student work)
 - Copy of student records
3. It shall be the responsibility of the student seeking credit to provide appropriate evidence. A preliminary meeting with one of the evaluation team members may be requested to get direction on what evidence will be most salient for a given situation.
4. In addition to the forms of evidence listed above, students seeking credit may be required to demonstrate competency through an end-of-level test approved by the Credit Evaluation Team.

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5. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.
6. The Credit Evaluation Team will meet as needed throughout the year.
7. The student requesting credit consideration will be notified of the team's decision in writing no later than seven (7) working days following the date the team meets to review the application (provided that the student turns in all requested items prior to the meeting).
8. Approved credit from non-accredited institutions will be recorded on the student transcript as a P, pass. Standard grades (A,B,C,D) will NOT be recorded and will therefore NOT be considered in the student GPA (Grade Point Average).

Demonstrated Competency

Utah State Board of Education (USBE) Board Rule R277-705-3C established that a school district or school policies shall provide options for demonstrating competency to students seeking to earn credit from non-accredited sources.

Demonstrated Competency Assessments allow students to demonstrate knowledge and skills they have acquired in various subject areas without necessarily taking a specific class or course. Such assessments are available to all high school students and can be completed any time in their high school career. Students earn required or elective credits towards high school graduation for successful completion of Demonstrated Competency Assessments.

Important Facts About Demonstrated Competency Assessments

1. Students can earn required or elective credit depending on the course to which the assessment is tied.
2. Students may use Demonstrated Competency Assessments to accelerate their education.
3. The student is responsible for acquiring and retaining the content knowledge and skills required to pass any Demonstrated Competency Assessment.
4. Demonstrated Competency Assessments will generate either .5 or 1.0 credit depending on the content and standards the assessment covers.
5. A modest non-refundable fee will be charged for each assessment (see Fee Schedule).

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6. Each assessment may be taken only **once per school year**. Math assessments allow one additional attempt if the initial score was in the allowable range (see Secondary I).
7. If a student doesn't turn in the work requested on time for a given assessment or misses an assigned testing window, the student's assessment will be closed and no credit will be issued, except for unusual circumstances.
8. **No habits grades** will be awarded for passing a Demonstrated Competency Assessment
9. **No letter grades** will be awarded to students for passing a Demonstrated Competency Assessment. Students will receive a "P" (pass) only.
10. Students must request to take a demonstrated competency assessment or engage in acceleration that impacts course schedules **at least 40 days prior** to the beginning of the impacted semester.
 - a. Assessments must be scheduled far enough in advance of high school graduation that they can be completed, scored and credit verified **no later than 90 days before graduation**.
11. **Parents must be informed** of the student's plan to pursue demonstrated competency credit.

See school counselor for a list of currently available options for demonstrated competency. These include both Venture and State offered assessments.