



Alternative Credit Policy

Policy Number: 3306

I. Purpose

This policy establishes a Summit Academy standard for awarding, identifying, tracking, and reporting alternative academic credits. Summit Academy provides multiple routes for students to earn credit. The goal of this policy is to ensure transparency on student transcripts and maintain accurate records of educational delivery methods in alignment with [Utah Code 53G-3-501](#).

II. Definitions

- A. Course Identifier:** A unique course name and number specifically assigned to packet-based instruction to ensure it is easily distinguishable from traditional courses on official records.
- B. Original Credit:** Academic credit awarded to a student for the first time in a specific area using a course previously attempted or completed by the student.
- C. Packet Method:** A specific instructional delivery system where students earn academic credit through prepared curriculum materials rather than traditional classroom-based instruction.
- D. Replacement Credit:** Academic credit awarded to replace or recover credit for a course previously attempted or completed by the student.
- E. Student Transcript:** The official record of a student's academic history, which must explicitly label credits earned via packets to ensure transparency for outside agencies and institutions.

III. Course Identification and Naming: To ensure that credits earned via packets are easily distinguishable from traditional classroom instruction, Summit Academy shall implement the following:

- A. Distinct Course Identifiers:** Every course completed via the packet method must be assigned a distinct course name and specific course number.
- B. Transcript Labeling for Credit Recovery:** Student transcripts must explicitly identify the use of the packet method for any credit awarded through the system to ensure clarity for post-secondary institutions and auditors.

IV. Data Collection and Annual Tracking: Summit Academy is responsible for maintaining a comprehensive database to monitor the volume and type of alternative credit options.

- A. Credit Categorization:** Summit Academy shall track and record the method of alternative credit used to award original credit or replacement credit.
- B. Annual Reporting:** Data regarding the number of alternate credits utilized must be compiled and recorded each school year.

V. References

- [Utah Code 53G-3-501](#)
- [R277-469](#) – Instructional Materials Operating Procedures
- [3107](#) – Early College Program Policy

VI. Attachments

[Summit Academy High School Edgenuity Service Options and Updates](#)

VII. Revision History and Approval Date

Original Approval Date: May 21, 2026