



## POLICIES AND PROCEDURES

### Policy: 4IP-402 CREDIT EVALUATION

Index: Instructional Programs- *Graduation*

Monitoring: *As Needed*

#### 1. PURPOSE

- 1.1 The Board of Directors (Board) establishes credit evaluation standards to ensure equity and fairness to all students when evaluating credit earned at institutions not falling under the direct supervision of Spectrum Academy (School).

#### 2. TRANSFER OF CREDIT

- 2.1. Spectrum Academy schools shall accept credits and grades awarded to a student by a school accredited or approved by the Utah State Board of Education or accredited or recognized by a credentialed accrediting agency as issued by the school, without alterations consistent with Utah Code §53G-7-206 and Utah Administrative Code R277- 705-3.
- 2.2 Spectrum Academy secondary schools may accept transfer credits from other credit sources consistent with Utah Code R277-705-3 and this policy.

#### 3. CREDIT EVALUATION COMMITTEE

- 3.1. Credit Evaluation Committee findings will be based on the following forms of evidence:
  - 3.1.1. Course title and description;
  - 3.1.2. List of instructional materials used;
  - 3.1.3. Student achievement (progress);
    - 3.1.3.1. Formative evaluations (sample);
    - 3.1.3.2. Summative evaluations (sample);
  - 3.1.4. Correlation of course objectives with the core standards for Utah public schools;
  - 3.1.5. Course length and student attendance;
    - 3.1.5.1. Number of days the class met;
    - 3.1.5.2. Normal class length;
    - 3.1.5.3. Number of classes attended by the student;
  - 3.1.6. Grading criteria used;
  - 3.1.7. Teacher name, qualifications, certifications, endorsements, etc.;
  - 3.1.8. Course requirements for credit (representative sample of student work);
  - and
  - 3.1.9. Copy of student records.
- 3.2. In addition to the forms of evidence listed in 3.1 of this policy, students seeking credit may be required to demonstrate competency through end-of-level testing approved by the School in areas where competency tests are available.



- 3.3. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.
- 3.4. The Credit Evaluation Committee (Committee) will schedule two meetings per year for credit consideration. Requests for interim meetings may be made to the Committee and held at the discretion of the Chairperson.
  - 3.4.1. The school and student requesting credit consideration will be notified of the Committee's decision in writing no later than seven (7) working days following the Committee meeting.
  - 3.4.2. Approved credit from non-accredited institutions will be recorded on the student transcript. Grades will NOT be recorded and will NOT be considered in the student Grade Point Average (GPA).

#### 4. APPEALS FOR DENIAL OF CREDIT

The decision to deny credit may be appealed by the parent/guardian of the student to the School's executive director of academics or his/her designee. Requests for appeal must be written and submitted within ten (10) working days following the committee decision. This is the final administrative appeal.

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#### DEFINITIONS

"Formative evaluation" means evaluation to improve performance.

"Summative evaluation" means evaluation focused upon overall performance, accountability, or both, consisting of School curriculum personnel, secondary principal, secondary counselor, secondary teacher, and others as determined by the executive director.

#### REFERENCES

Utah Code Ann. §53E-3-501 –Board to establish miscellaneous minimum standards for Public Schools.  
Utah Code Ann. §53G-7-206 – Acceptance of credits and grades awarded by accredited schools. Utah Administrative Code R277-410 – Accreditation of Schools. Utah Administrative Code R277705Secondary School Completion and Diplomas.

#### DOCUMENT HISTORY

Adopted:1/18/23

Revised: