

**Diocese of Cleveland  
Office of Catholic Education**

**Credit Flexibility**

The Office of Catholic Education and each diocesan high school seek to provide the most appropriate learning experience for each student. Each school strives to do this by expanding opportunities for students to demonstrate mastery of knowledge or skills, by broadening the scope of curricular options, and by increasing the depth of study possible for a particular subject. The credit flexibility program permits students to earn high school credit in a variety of ways. This can be done through the completion of courses; testing out of a course(s) or demonstrating mastery of course content; or pursuing one or more educational options, e.g., distance learning, educational travel, independent study, internship, tutorial programs, or community service.

**Legal References**

St. Peter Chanel High School developed a credit flexibility plan consistent with:  
The Carnegie Design Team Report to the State Board of Education, *New Emphasis on Learning: Ohio's plan for credit flexibility shifts the focus from "seat time" to performance.* (March 2009)

ORC 3313.60; 3313.603; 3313.609; 3313.6013; 3313.611; 3313.613; 3313.614; 3313.90;  
3321.04, Chapter 3324, Chapter 3365

OAC Chapter 3301–34, 3301-35-06, Chapter 3301–46, Chapter 3301-51, Chapter 3301- 61

**Credit Flexibility Plan**

The Credit Flexibility Program is available to any student capable of being able to complete the work outlined in a written Credit Flexibility Plan. There is no limit on the number of credits a student can earn under this program, but this does not mean that a student can complete any and every course in any manner the student proposes. The high school will not approve coursework or options that are inconsistent with the school's Catholic mission and philosophy. In addition, a Credit Flexibility Plan cannot change the fundamental nature or requirements of a course.

An interested student initiates the process by submitting a written proposal for credit flexibility to the Dean of Academics. The Dean of Academics will then meet with the student to develop the written Credit Flexibility Plan. This written Plan must be signed by the student, the student's parent(s) or (guardians), the Dean of Academics and the principal. If the need arises, the Credit Flexibility Plan can be revised and/or modified, and this revised/modified Plan must be signed by the designated school personnel, the student and the student's parent(s) or guardian(s).

**Procedures**

Students participating in an off-site activity related to an educational option (e.g. while participating in an internship or mentorship at a business) must submit a liability waiver signed by his/her parents or legal guardian before approval is granted.

Students with disabilities shall not be excluded from opportunities to earn credit through educational options or by demonstrations of mastery. Accommodations and supports for students with disabilities participating in educational options and online courses shall be provided consistent with students' service plan or SEGO.

St. Peter Chanel High School reserves the right to reassign a student participating in an educational option to a traditional course or other placement at its discretion if the student fails to meet the standards for ongoing participation and satisfactory progress described in his/her educational options plan.

Students are responsible for any costs associated with the personalized learning plan including assessment fees and transportation fees.

The credit to be awarded is the decision of St. Peter Chanel High School. The high school retains the right and responsibility to determine what counts as curricular content, learning outcomes, methods of learning, assessment and criteria for assigning grades, all of which are to be addressed in the written Credit Flexibility Plan. Credit will be full or partial and may be for more than one content/course area. Credit will be determined based on credit equivalency for the Carnegie unit which is one credit per 120 hours of course instruction and 150 hours for laboratory courses. All credit assigned to a student must be awarded by a teacher of record who is in possession of a state approved license or certificate.

### **Grading, Grade Point Average and Transcripts**

The written Credit Flexibility Plan will stipulate the way progress will be monitored and proficiency measured. Unless otherwise specified, the student's grade will be reported the same as for a student taking the same or a similar course in a traditional classroom setting. The grade will be calculated in the Grade Point Average (GPA) the same as for a student taking the same or a similar course in a traditional classroom setting. The credits earned will appear on the transcript like all other courses for which credit was earned. Students earning credit through the Credit Flexibility Plan will not be permitted to graduate early.

### **Athletic Eligibility**

A student interested in participation in high school interscholastic athletics and/or intercollegiate athletics needs to discuss eligibility requirements with the student's parent(s) or guardian(s) and school officials. The written Credit Flexibility Plan should contain the mechanisms to meet OHSAA and/or NCAA eligibility requirements.

Additional resources would be:

- OHSAA Student-Athlete Eligibility (website)
- NCAA Eligibility Center

## **Appeal Process**

A proposal for a Credit Flexibility Plan may be denied. The student may invoke the appeals process outlined below:

- a. Within **7 school days**, the parent(s) or guardian(s) and student will send a letter to the Credit Flexibility Plan Committee, of which the principal will not be a member, outlining the specific issues relative to the appeal.
- b. Within **7 school days**, the Credit Flexibility Plan Committee will respond in writing to the appeal.
- c. If the parent(s) or guardian(s) and student wish to appeal the decision of the Credit Flexibility Plan Committee, they will submit their appeal to the principal within **7 school days** of the written response from the Credit Flexibility Plan Committee. The principal will respond in writing within **7 school days** of receiving the appeal. The principal's decision will be final.

## **Communication**

The Office of Catholic Education and St. Peter Chanel High School acknowledge the value of the credit flexibility program in providing additional opportunities for students to enhance their learning experience. Therefore, the program and the policies related to this program will be communicated to students and parents through the following methods:

- the St. Peter Chanel High School website
- the course description booklets beginning in 2011-2012
- school newsletters at least twice per year.
- a description of credit flexibility program in the student handbook

## **Data Collection and Reporting**

The principal or his/her designee(s) shall develop and implement procedures for monitoring and annually reporting to the Ohio Department of Education data regarding:

- Methods and frequency of communicating credit flexibility information to students and parents
- The number of students participating in educational options and earning credit based on demonstration of mastery
- The total number of credits earned by students through successful completion of educational options and demonstrations of mastery
- The extent to which student participation in flexible credit options reflects the diversity of the student body as a whole.

**Diocese of Cleveland**  
**St. Peter Chanel High School**  
**Written Plan for Credit Flexibility**

Student's Name \_\_\_\_\_ Date of Plan \_\_\_\_\_

School/City \_\_\_\_\_

Grade \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Option (check)

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Distance learning    | <input type="checkbox"/> Internship  |
| <input type="checkbox"/> Educational travel   | <input type="checkbox"/> Tutoring    |
| <input type="checkbox"/> Independent study    | <input type="checkbox"/> Testing out |
| <input type="checkbox"/> Other, specify _____ |                                      |

A. Written instructional plan (use separate sheet if needed)

1. Course content \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Learning outcomes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Student will demonstrate proficiency:

Pupil performance appraisal:

a. The grade will be determined by: \_\_\_\_\_  
(Teacher of Record)

b. Assessment Instrument(s) or Educational Program to demonstrate proficiency:  
\_\_\_\_\_  
\_\_\_\_\_

c. Minimum threshold needed to award credit:

1. \_\_\_\_\_ % on assessment stated in (b) above **OR**
2. \_\_\_\_\_ score on rubric stated in (b) above **OR**
3. \_\_\_\_\_ % completion of performance stated in (b) above **OR**
4. \_\_\_\_\_ score on an established testing instrument stated in (b) above.
5. \_\_\_\_\_ other listed below:  
\_\_\_\_\_  
\_\_\_\_\_

4. Credit proficiency evidence is due (date) \_\_\_\_\_

a. Benchmark date(s) for reporting progress \_\_\_\_\_

What is to be produced in terms of demonstrating progress? \_\_\_\_\_

\_\_\_\_\_

b. Benchmark date(s) for reporting progress \_\_\_\_\_

What is to be produced in terms of demonstrating progress? \_\_\_\_\_

\_\_\_\_\_

c. Benchmark date(s) for reporting progress \_\_\_\_\_

What is to be produced in terms of demonstrating progress? \_\_\_\_\_

\_\_\_\_\_

5. Number of credit(s) \_\_\_\_\_

Subject(s) for which credit is being granted: \_\_\_\_\_

6. Teacher of record: \_\_\_\_\_

Area of Certification: \_\_\_\_\_

Certification expiration date: \_\_\_\_\_

7. If the work is not completed or does not meet the minimum threshold proficiency, the school reserves the right to do one of the following:

- a. award partial credit;
- b. place student in a traditional classroom;
- c. give the student an F for the course.

8. \_\_\_\_\_ applies \_\_\_\_\_ does not apply

Mechanisms to meet OHSAA (Bylaws 441, 448) and/or NCAA eligibility requirements

\_\_\_\_\_

9. \_\_\_\_\_ applies \_\_\_\_\_ does not apply

The student assumes all costs associated with a proposed Credit Flexibility Plan. The following costs are to be assumed by the student.

Please list \$ \_\_\_\_\_ for \_\_\_\_\_

10. \_\_\_\_\_ applies \_\_\_\_\_ does not apply

If the Credit Flexibility Plan involves activity that takes place away from the school, such as an internship, the Credit Flexibility Plan will **not** be approved **nor** can the student begin implementing the Credit Flexibility Plan until a liability waiver, signed by both the student's parent(s) or guardian(s) is attached to this Credit Flexibility Plan.

We understand and agree to the above Credit Flexibility Plan. We also understand that any modification or revision of this Plan requires the signatures of all the individuals who signed this Plan.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Teacher of Record \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_