

## **Buffalo-Hanover-Montrose School District 877**

### **Student Guidelines Regarding Credit for Learning Procedure**

In accordance with Minn. Stat. § 120B.021 (Graduation Requirements; Course Credits), the Buffalo-Hanover-Montrose School District 877 has established a system for awarding course credit to students who have demonstrated and successfully met the learner outcomes of a course.

This option is not meant to imply that successfully completing the assessment provides the same experience as completing the course. A richer and more complete experience is provided through the course, and a student who possesses the essential skills may still benefit from full participation. Therefore, students and parents or guardians should carefully consider if credit by assessment is appropriate.

A student may attempt to earn credit by assessment only once for each course and may not earn credit by assessment for a course in which he/she previously received a grade or an incomplete. Courses that are sequential must be addressed in the same sequence. If a course requires a prerequisite, the student must have received credit for the prerequisite before attempting the assessment for the course. The student must continue to maintain full time status during the process.

Assessment will encompass all applicable subject matter, including state and local standards. It can be in one or more format, including the following: a formal written test covering all or a portion of the course content, performance-based assessment, demonstration of skills, interview, development of a portfolio, presentation, exhibition, written composition. A student must produce high-quality work and achieve at or above an 80% level of mastery in order to receive credit by assessment. If the student does not achieve at this level, the credit is not awarded and the student must take the course in order to earn the credit.

It is the intent of the BHM district to implement the following system:

Process for applying for and receiving credit: Grades 9-12

1. The student shall discuss a request for credit by assessment for a high school course with the appropriate counselor.
2. The student shall submit an application through the principal to the School Review Committee. This process must begin at least one full quarter preceding the time the student would normally take the course. The summer period shall be treated as one quarter.
3. The student submitting an application shall currently be enrolled as a full time student in the district.
4. The School Review Committee will consist of at least the high school principal or designee, a counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher or other support staff will be part of the committee.

5. At the time the application is submitted it is assumed the student is ready to begin the assessment process.
6. The School Review Committee shall determine the assessment or set of assessments, and the criteria for awarding credit. Once an assessment(s) has been established for a course, subsequent applicants will be evaluated using the same assessment(s) and criteria. However, adjustments can be made in order to reflect any changes to the course. The assessment(s) will be aligned with the content of the entire course and will include state and local standards. To test out of a course, the student must meet a mastery level of at least 80%.
7. If applicable, the School Review Committee shall consider appropriate accommodations, modifications, and exemptions consistent with the student's Individual Education or 504 plan.
8. The assessment process will be completed in multiple steps and may include a variety of assessment methods. The student must achieve a minimum of 80% mastery on each step of the assessment process before he/she is allowed to attempt the next step. The student will be notified by a member of the School Review Committee where and when the first portion of the assessment process will be given.
9. The teacher will evaluate the assessment(s) and then consult with the School Review Committee.
10. Notification: The applicant and his/her parents shall be notified of the committee decision with five (5) working days of the assessment deadline.
11. Students who complete the assessment process successfully will receive a course grade of "T" on the transcript. The credit earned through credit by assessment will not be figured in the student's GPA.
12. Appeal Process: The appeal committee shall consist of the Director of Teaching & Learning, two members of the Board of Education, and three teachers selected by the Director of Teaching & Learning. The appeal shall be heard within ten (10) working days of notification. A majority decision by the committee shall be rendered within three (3) days and is final.
13. The decisions regarding the student application for credit by assessment shall become part of the student's file.

**Buffalo-Hanover-Montrose Schools  
Independent School District 877**

**Buffalo High School  
Credit for Learning Application**

**To Be Completed by Student:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Grade \_\_\_\_\_ Counselor \_\_\_\_\_

I am requesting permission to receive credit by assessment for the following course:

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I believe I am prepared to successfully complete the assessment process for this course because:

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

**To Be Completed by Parent/Guardian:**

I have reviewed the student guidelines and this application and grant permission to proceed with the assessment process for the course listed above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*Buffalo-Hanover-Montrose Schools*  
*Independent School District 877*

**Buffalo High School**  
**Credit for Learning Procedures and Results**

Student \_\_\_\_\_ Grade \_\_\_\_\_

Course \_\_\_\_\_

Assessing Teacher(s) \_\_\_\_\_

**Application**

Date Application Received \_\_\_\_\_

Date Committee Received Application \_\_\_\_\_

Date Application                      **Approved** \_\_\_\_\_      **Disapproved** \_\_\_\_\_

Reason for Disapproval:

**Assessment**

Date teacher(s) received approval application \_\_\_\_\_

Date(s) student took assessment \_\_\_\_\_

Date student                      **Passed** \_\_\_\_\_      **Failed Assessment** \_\_\_\_\_

Teacher comments on passing or failing:

**Credit**

Amount of Credit Earned \_\_\_\_\_

Date student informed of results \_\_\_\_\_

Date recorded on transcript \_\_\_\_\_ by \_\_\_\_\_

Copies to:

Student \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Student Cum File \_\_\_\_\_

School Review Committee Members \_\_\_\_\_