

DOWNTOWN AREA SCHOOL DISTRICT
Downingtown, PA 19335

ALTERNATIVE CREDIT APPLICATION

<p>Process</p> <ul style="list-style-type: none"> Complete application Obtain parent permission Meet with counselor Seek Principal's permission 	<p style="text-align: right;">Status &</p> <p>Date _____</p> <p><input type="checkbox"/> Approved _____</p> <p><input type="checkbox"/> Pending _____</p> <p><input type="checkbox"/> Rejected _____</p>
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CORE INFORMATION

Student Name _____

_____ Last First Middle Initial Grade Date of Application

Area of Application:

- | | |
|---|---|
| _____ DHS Teacher Directed Independent Study (not DASD course) | _____ Summer School Original Course Enrollment |
| _____ Exemption through DHS Examination/Assessment (includes tutored/independent study agreement) | _____ Higher Education Course Enrollment (course outside DASD-University Dual Enrollment) |
| _____ Correspondence Course Study | _____ Online Course |
| _____ Tutoring | _____ Other |

Title of Course _____

Location of Study _____

Course Provider _____

This course is Enrichment _____

This course replaces the DHS Course _____

Total # of Earned Credits than (completed and currently enrolled) _____

Total # of Earned Credits through means other than DHS scheduled classes (excluding this request) _____

Enrollment period for this course (when will the course take place) _____

Attachments Accompanying this Application:

- _____ Course Syllabus or Outline
- _____ Course Bibliography or Resources
- _____ Student-written statement regarding motive seeking Alternative Credit and Experience with the body of the Course Content and Skills
- _____ Recommendation (Optional attachment)

STUDENT COMMITMENT

I have investigated this option, attached the required information, and provided a written statement of my motive and rationale for seeking this form of study. I understand that if this application is approved, it is my responsibility to make all

arrangements, am financially responsible for all costs, and to obtain an affidavit of my completion of this study to be submitted to my counselor for credit recognition.

Student Signature

COUNSELOR REVIEW

I have reviewed this proposal along with the student's transcript

Counselor

Signature

APPROVALS

I have read the attached material, discussed the option with _____ and am in full support.

Name of Student

Parent/Guardian Signature

Principal Signature

This process and documentation is required for any secondary student seeking alternative credit for courses. Full approval must be completed **PRIOR** to course enrollment. Alternative **SUMMER** study must be submitted **PRIOR** to June 30th.

ALTERNATIVE CREDIT ACQUISITION

Downingtown students may acquire original or make-up credit through traditional or alternate means.

Traditional Credit Sources:

- Courses scheduled throughout the school year
- Summer school original credit

Alternate Credit Sources:

- Teacher-Directed Independent Study
- Higher Education Courses
- Online or Correspondence Courses
- Tutoring
- Testing out

REQUIREMENT: A minimum of seventy five percent (75%) of a student's credit requirement in each category must come from traditional means of credit acquisition. Please be aware that more than one request in the same content area may not be approved; this is the determination of the high school Principal.

The two categories are:

1. *Humanities and Core* courses in the following departments: English, Math, Science, Social Studies, and World Language.
2. *Encore* courses in all other content areas, including the required courses in Wellness, Health, PE, and Software Applications.

PROCESS: Students must apply for and obtain approval prior to starting any alternate credit course work. An alternative credit application" is available in the guidance office and it is completed and signed by the student and parent.

The student may need to provide a detailed description of the course curriculum as part of the application. The completed application is submitted to the high school principal who will approve/deny the alternate credit application.

The following sources are considered for alternate credit.

Teacher-Directed Independent Study: The student must find a teacher certified in the specific area. If the course is a replacement of a Downingtown Area School District course, the student must cover the entire curriculum. The teacher and student will work out how and when the course requirements are met. It is expected that the student will do the work on his/her own and the teachers will provide direction, oversight, and grades. A maximum of $\frac{1}{2}$ credit can be given for independent study.

Higher Education Courses: Courses offered at an accredited post-secondary school may be taken in place of a Downingtown course or used for enrichment. It is the student's responsibility to contact the post-secondary school and meet its requirements to register for courses. The student is also responsible to pay for all costs associated with taking the course and his/her transportation. A final grade sheet from the school is necessary to receive the credit. Generally, one Downingtown credit is awarded for a three or four credit college course.

Online or Correspondence Courses: Online or Correspondence courses may be used to replace a Downingtown course or for enrichment. Applications for approved correspondence programs are available in Guidance and must be approved prior to enrollment. The student is responsible for all costs associated with taking the course. The correspondence program will give the final grade.

Tutoring: A certified teacher must conduct tutoring hours. The following is required for original credit:

1 credit	44 hours
$\frac{1}{2}$ credit (.5)	22 hours
$\frac{1}{3}$ credit (.33)	15 hours

The student and the tutor will agree on the schedule and location of the tutoring sessions. It is expected that the tutor will assign work between tutoring sessions and grade the completed work. The entire curriculum must be covered including mid-term and final exams. The tutor will assign the final grade. Teachers are usually paid an hourly rate for tutoring, and all costs associated with the tutoring are the responsibility of the student.

Testing Out: Students may test out of a course for credit or placement. The student demonstrates proficiency of the course standards on the course assessments (such as mid-term and/or final exams). Other assignments may be required to demonstrate a full understanding of the course content.