



# Credit Flexibility Application

## STUDENT INFORMATION

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 School: \_\_\_\_\_ Counselor: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Student Phone # \_\_\_\_\_ Student E-mail: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_ Parent E-mail: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Phone # \_\_\_\_\_

## COURSE INFORMATION – All areas in this section are **REQUIRED**.

*(All credit flex courses will be graded as regular weight with the WCS grading scale unless specified and pre-approved.)*

WCS Course Title: \_\_\_\_\_ WCS Course No: \_\_\_\_\_ Independent Course Title: \_\_\_\_\_ Credit To be Earned: \_\_\_\_\_  
 CREDIT TYPE: \_\_\_\_\_ See page 4 for 3-letter code Credit Weight: Regular \_\_\_\_\_ Honors \_\_\_\_\_ AP \_\_\_\_\_

**Is this course taken for Grade Replacement?** Yes No (Student has already taken course and wants a better grade.)  
 If yes, what course is this grade replacing? \_\_\_\_\_ When was this course first taken (semester/year)? \_\_\_\_\_

Teacher of Record (TOR): \_\_\_\_\_ TOR Email: \_\_\_\_\_

Course Completion Timeline: Academic Year \_\_\_\_\_ Semester 1 Only \_\_\_\_\_ Semester 2 Only \_\_\_\_\_ Summer \_\_\_\_\_ Other \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_  
 Required Required

## STUDENT CONTRACT: The student and parent have read and initialed each item below as indication of acceptance.

Student	Parent	A Letter Grade will be awarded: A through F -OR- A Pass/Fail Grade will be awarded P or F
		The student understands approval of this CFA will result in a letter grade (A – F) in their historical grades and on their official transcript. There will be no withdraws/cancelations from this class due to no progress or non-registration. A letter grade will be given. <b>Important: If student fails to register for an online course or fails to cancel this CFA within three weeks of approval date, a letter grade of an “F” will be transcribed on transcript.</b>

Student	Parent	
		If an Apex on-line course taken with WCS, the student will save and print all work and give to TOR at end of course for teacher to archive. (Due to NCAA regulations.)
		The student will hold primary responsibility for the overall success of the course.
		The student will be expected to allocate and manage their time in working toward course completion.
		The student will be expected to independently fulfill the work required to complete the course.
		The student will be expected to update parents regarding their progress.
		The student must complete all work by the due dates agreed upon in this contract, unless a revised schedule has been accepted and approved by the Office of Alternative Education Services & Assessment.
		The student may appeal Credit Flexibility course approval decisions to the Office of Alternative Education which will then be referred to the District Credit Flex Appeals Committee. The appeal must include a letter outlining the reason for the review as well as a copy of the original application.
		<i>The Student understands if this is an elective unit and is to be counted towards graduation requirements, it must be aligned to any combination of foreign language, fine arts, business, career-technical, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. (Excludes Health and PE.)</i>

Explain why you are choosing this alternative path for learning.

**Office of Alternative Education Services Use Only** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

If this is a **new CFA Course**: Subject Code for course assigned by Curriculum Leader: \_\_\_\_\_

Sent to Curriculum Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Answer the following questions by indicating “yes” or “no” regarding your Credit Flexibility request.

Are you currently an OHSAA athlete? Yes \_\_\_ No \_\_\_  
Do you plan to be an NCAA athlete? Yes \_\_\_ No \_\_\_

\*\*\*NCAA Eligibility Center will not accept “Test Out” Credit Flexibility options as one of their core courses.

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## COURSE TYPE (If choosing other than Test-Out Option, you must complete III through VI)

### I. Description of what the student will do to earn this credit. Delivery Type.(CHECK ONE)

- (CI) Computer as Instructor – Instruction by a computer with no instruction of any kind provided by a teacher, either in person or from a remote location. (explain in detail on separate sheet)
- (CC) Correspondence Course – Instruction between a pupil and an instructor by mail. (explain in detail on separate sheet)
- (ET) Educational Travel – Educational activity involving travel in accordance with local board policy under the direction of a person approved by the board and parent. (explain in detail on separate sheet)
- (FF) Face-to-Face Classroom Instruction – Instruction where the teacher and students are face to face in the same physical location. (explain in detail on separate sheet)
- (HI) Home Instruction – Instruction at a student’s residence delivered by a school staff member. (explain in detail on separate sheet)
- (ID) Interactive Distance Learning – Instruction where the course is provided via interactive video with a teacher at a remote site. (explain in detail on separate sheet)
- (IS) Independent Study – An educational activity involving advanced or in-depth work by an individual pupil under the direction of a certified member of the school staff. (explain in detail on separate sheet)
- (IM) Internship/Mentorship – Obtaining credit via use of a formalized agreement working under the direction of a third party mentor/artisan with oversight provided by a credentialed educator.
- (OL) Online Learning Indicate the specific online, digital content provider (i.e. Apex, etc.) \_\_\_\_\_
- (TO) Test Out – Earning credit by examination(s) under a Credit Flexibility Plan. An administration cost up to \$75 associated with facilitating a test-out option may be incurred. Any fee obligations will be determined and communicated by the Director of Assessment and Alternative Education Services once the completed CFA has been received with all required signatures.
- (OC) Outside Company - Course taught by content area expert who is employed by an outside company or organization (explain in detail on separate sheet)
- (OT) Other Delivery Method – Method not specifically covered by another option. (explain in detail on separate sheet)

### II. High School Only Courses: REQUIRED – Must Indicate Yes or No

Amended Substitute Senate Bill 311, as codified in [Ohio Revised Code §3313.603\(C\)\(6\)](#), requires integration of economics and financial literacy within social studies classes or another class. Does the proposed course integrate economics and financial literacy? **Yes or No**

Sections III through VI can be written on a separate sheet of paper.

### III. Learning Goals

Answer the question: What will I learn?

(Learning Goals should completely identify the learning that will take place and should be tied to Westerville City Schools’ Curricula as appropriate.)

### IV. Action Plan

Answer the question: How will I learn this curriculum?

(Identify activities and action to accomplish the learning goals.)

### V. Assessment

Answer the question: How will I show I have learned this curriculum? (Identify the projects, presentations, written assignments, tests and/or other assessments to show what has been learned.)

### VI. Timelines

All requirements and timelines must be defined by the student in the plan.

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## CREDIT FLEXIBILITY INFORMATION

Credit Flexibility applies to any alternative coursework, assessment and/or performance. If a student is using Credit Flexibility to receive equivalent graduation credit, he/she must apply for and receive approval from the school district in advance. Approved credit awarded through this policy will be posted on the student’s transcript and count toward a student’s grade point average (GPA), class rank, and as graduation credit in the related subject areas or as an elective. The school district will include details of the Credit Flexibility Policy on the district website and in the High School Course Description Guide.

### Considerations:

- Academic content areas taught in Westerville are aligned to the district and state curricula and support students’ performance on the Ohio Graduation Test. Credit Flexibility proposals for courses that are currently offered at Westerville City Schools should support these same provisions to receive credit.
- Students may use Credit Flexibility to propose a course not offered by Westerville City Schools. Students must include a specific scope and sequence (Section II, III, IV, & V) as part of the Student Action Plan/Contract to be considered for this option.
- Some courses may require performance components in addition to the assessment in order to earn the credit.
- Credit Flexibility may impact a student’s athletic eligibility just as any course taken under the traditional model.
- Currently the National Collegiate Athletic Association (NCAA) will not accept course credit earned through the test-out option of Credit Flexibility (Division I only).
- If taking an Apex on-line course with Westerville City Schools, student MUST print, save, and give ALL written work and tests to Teacher of Record to archive.
- **All costs involved with Credit Flex, including transportation, are at the parent/guardian’s expense.**

Application:

- Any student may apply for credit to be awarded through Credit Flexibility by submitting the Credit Flexibility Application Form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Office of Alternative Education.
- All student applications should be sent to: The Academic Enrichment Center, Attn: Dr. Scott T. Ebbrecht, 336 South Otterbein Avenue, Westerville, OH 43081**

Applications will be returned electronically within 10 school days of receipt. If an application is denied, the student has the opportunity to resubmit their proposal with amendments within 10 school days. If the application is conditionally approved, the student has the opportunity to resubmit with those conditions added within 10 school days. If the application with conditions is not resubmitted, it will be void.

Review of Application:

Applications will be reviewed at the Academic Enrichment Center to determine pre-approval. If the course is not pre-approved, the appropriate team will review the application and the team leader will notify the Office of Alternative Education as to the status of the application. The student and team will be advised electronically of the status. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and the teacher of record deems the work is proficient.

Awarding Credit:

A student will be eligible to receive credit upon satisfactory completion of the coursework outlined in the approved proposal. The following standards and guidelines apply to awarding credit:

- There is no limit to the total number of credits that may be awarded.
- The successful completion of a pre-approved course will result in credit being designated as fulfilling either required or elective credit toward graduation requirements and sent to the appropriate counselor and registrar.
- If a student transfers to the Westerville City School District and the student has not completed course requirements to receive credit as approved by the previous district, the principal/designee may consider this an ongoing Credit Flexibility Plan. This plan may require adjustments to meet Westerville credit requirements.
- Should a Westerville student transfer to another school district, upon request of the student or parent, the district will forward a copy of the approved application to the new district for consideration. Acceptance of this plan is at the new district's discretion.
- Westerville City Schools will accept all credit for completed Credit Flex Courses from other districts.
- Students who plan on participating in athletics at the Division I College Level should be aware that the credit flexibility test-out option will not be included as part of the NCAA Initial Eligibility Center's qualifying core classes required for eligibility. Student athletes should consult the NCAA if they have any questions.**

I understand that any grade earned as part of the Credit Flexibility option will be treated as a permanent grade on my transcript. The assessment may only be taken one time. If a student wishes to replace the grade on the assessment, they must participate in the full-length course in a classroom if it is offered.

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I have reviewed this Credit Flexibility Application with my counselor and understand all work is my responsibility and understand any NCAA eligibility requirements.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher of Record (TOR) Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature indicates I have discussed course with student and determined credit type and grade weight)*

School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL SIGNATURES REQUIRED**  
**If all parts of this Credit Flexibility are not completed,**  
**it will be returned to the counselor for all areas to be complete before consideration.**

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**CFA SENT TO COMMITTEE FOR REVIEW (If applicable)**

Team Members: \_\_\_\_\_

Comments: \_\_\_\_\_

Curriculum Team  
 Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* You have the right to appeal this decision in writing to the Superintendent/designee.  
 (The Academic Enrichment Center, Attn: Appeals Committee within 10 school days of the decision.)

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**CREDIT TYPE** – Please choose which credit type the course taken will be and put 3-letter code on first page where indicated.

BUS	Business
CTA	Career Tech
ELE	Elective
ENG	English
FAR	Fine Arts
FLR	Foreign Language
HEC	Home Economics
HTH	Health
JTC	Jr ROTC
MTA	Algebra 2 or Equivalent
MTO	Math units other than Algebra 2 or Equivalent
PHE	Physical Education
SCA	Advanced Science
SCL	Life Science
SCP	Physical Science
SCO	Science units other than Advanced, Life or Physical
SOG	American Government
SOH	American History
SOO	Social Studies units other than American Government or American History
TEC	Technology education/computer science

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