

## Instruction

Granting Credit for Off-Campus Educational Experience

1. Graduation requirements are in terms of educational experience (i.e. credits) rather than eight semesters on campus. (See *administrative regulation 6142.1*)
2. Original credit will be granted for off-campus educational experiences. Prior approval for such credit must be obtained from the student's principal after consultation with the student's counselor, student and parent. Off-campus credit is granted by the school and is evaluated on an individual basis.
3. Types of off-campus educational experiences for which credit may be granted are:
  - a) College Courses or Technical College Courses.
  - b) Work experiences coordinated by school personnel (maximum of 3 credits; not over 2 in one year). Only one credit will be granted for work experience not supervised by school personnel (off-campus employment); this would have to be qualified by a minimum of 160 hours of work for each half credit.
  - c) Volunteer Experiences (maximum 1 credit). A contract will be signed between the school, agency, parent and student stating that the student must complete a minimum of 80 hours of service for the agency, meeting the standards required by the agency, to receive 1/2 unit of credit.
  - d) School Service. Opportunities for students to earn credit by providing assistance to a teacher or to the office in the school (maximum 1 credit).
  - e) Other vocational and academic experiences that do not allow for academic credit. These experiences will be evaluated by the student's counselor and approved or denied by the student's principal.
  - f) Virtual Learning Courses. Credit is awarded for Virtual Learning courses the same as face to face courses.
  - g) Any off-campus experiences which are not on this list will be brought to the Chief Academic Officer and are subject to his/her approval.
4. Off-campus educational experiences will not be considered as being attempted unless a passing grade is received. A case of failure, with extenuating circumstances, will be reviewed by the Chief Academic Officer and Director of Student Services. Off-campus employment, volunteer experiences, and School Service will be graded upon a pass-fail basis, and will not be computed when determining class rank.

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5. Questions or appeals with respect to off campus credit will be directed to the Chief Academic Officer, who will determine the appropriate steps for resolution. The Chief Academic Officer's decision shall be final.
6. College and Technical School Course work will be accepted for high school credit. Each semester credit hours is worth 0.25 credit.

Legal Reference: Wisconsin Statute: 118.55 and 118.56

Cross Reference: Administrative regulation 6142.1

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