

Credit Flexibility Plan

Credit flexibility enables students to earn units of high school credit based on a demonstration of subject area competency, instead of, or in combination with completing hours of classroom instruction. Any student who has progressed through the curriculum to the high school level is eligible to be considered for alternative ways of earning high school credit, provided the student can meet the conditions established in an approved Credit Flexibility Plan (CFP).

Students in grades 7 and 8 may also meet curriculum requirements based on a demonstration of subject area competency, instead of, or in combination with completing hours of classroom instruction, consistent with Ohio law and the statewide credit flexibility plan.

A student may initiate a request for Credit Flexibility. School staff and a parent or guardian may also work with a student to identify a credit need or opportunity and assist the student in developing a request. The student must participate in the development of the CFP and understand the requirements for earning the requested credit.

For purposes of this policy, "Head Administrator/Executive Director" means the School's chief administrator or chief administrative officer, who is assigned the superintendent role for the School in the Ohio Educational Directory System (OEDS), or that individual's authorized designee.

Students may earn credits through any of the following or a combination thereof:

- a) The completion of courses;
- b) Testing out of or otherwise demonstrating mastery of course content; Testing Out. A student may request to test out of a locally offered course through Credit Flexibility. The School shall identify the applicable course learning expectations, evidence required, and criteria for awarding credit and a grade before assessment and shall apply those criteria equitably. Evidence may include examinations, state assessments when appropriate, performances, products, or combinations of measures. An unsuccessful attempt to test out shall not, by itself, result in a failing course grade or other negative transcript consequence.
- c) Pursuit of one or more approved educational options such as:
 - a. Distance Learning
 - b. Online Learning
 - c. Independent Study
 - d. College Credit Plus or other approved postsecondary education options
 - e. Work-based learning experiences, internships, or cooperative education
 - f. Employment-connected projects, portfolios, research, performances, or demonstrations
 - g. Community-based learning or other approved real-world learning experiences
 - h. Other educational options approved by the School

Employment, participation in an activity, or completion of work hours does not, by itself, result in academic credit. Credit will be awarded only when the student demonstrates the subject area

competencies and completes the requirements identified in the approved CFP. Using a workplace or other real-world setting as the context for learning shall not reduce, replace, or modify the academic standards or course competencies required for the credit.

Issuance of credit will be determined locally by the School through one or more of the following:

- a) Evaluation by an appropriately licensed or credentialed teacher of record;
- b) Review by the Credit Flexibility Committee (CFC);
- c) A state or School-approved performance-based assessment;
- d) Grade verification from an accredited institution or approved educational provider; or
- e) Other valid evidence of demonstrated competency identified in the approved CFP.

Application/Approval Process

Students seeking credit through the Credit Flexibility option must complete an application for a Credit Flexibility Plan (CFP) and submit it to the Head Administrator/Executive Director or authorized designee. Applications may be submitted on a rolling basis unless an administrative procedure establishes a reasonable deadline for a specific opportunity. Application timelines shall be flexible enough to accommodate student needs and unanticipated educational opportunities.

The application will be reviewed by the Credit Flexibility Committee (CFC). The CFC shall include the Head Administrator/Executive Director or authorized designee, the school counselor or designee, and an appropriately licensed or credentialed teacher for the subject area in which credit is requested. Other staff members may participate when their expertise is relevant to the proposed plan. In cases where the student has an IEP, Section 504 Plan, Written Education Plan, English learner plan, or other legally required education plan, the student's case manager or other appropriate staff member shall participate in the review as needed.

The CFP must be based on the individual student's credit need or educational goal and shall include, at minimum:

- The course or subject area for which credit is requested and the amount of credit that may be earned;
- Alignment to Ohio's Learning Standards, the School's course of study, and other applicable course requirements;
- Instructional and performance objectives the student must meet;
- The learning activities, materials, settings, supports, and expected work products or performances;
- The criteria and methods that will be used to assess student performance and determine mastery;
- The teacher of record and the roles of other participating staff members, employers, mentors, or educational providers, as applicable;
- Progress-monitoring expectations, checkpoints, and the expected completion date;
- Approvals and signatures of the Head Administrator/Executive Director or authorized designee, the student, the parent/guardian if the student is under age eighteen, and the credentialed teacher responsible for monitoring or evaluating the plan;

- The grading method, amount of credit available, and conditions for full or partial credit; and
- Any conditions under which the plan may be revised, extended, withdrawn, or terminated.

Parental or guardian permission is required for students under age eighteen. The Head Administrator/Executive Director or authorized designee shall approve and sign the CFP before the student begins participation in the approved educational option.

Approved Credit Flexibility learning may occur during or outside the regular school day and school year as provided in the CFP. Attendance and participation shall be documented in accordance with applicable Ohio law, EMIS requirements, the statewide Credit Flexibility Plan, and School procedures. When applicable, participation in approved CFP learning shall be counted for comparable school learning periods as permitted by law and state guidance. Employment hours shall not automatically constitute school attendance solely because the student is employed.

The CFC shall appoint or identify an appropriately licensed or credentialed teacher of record. For credit in a specific academic subject, the teacher of record shall hold a credential appropriate to the subject area and grade level, unless otherwise permitted by law. The teacher of record shall be involved in reviewing the instructional plan and evaluating student performance and may provide, supervise, coordinate, or review instruction and learning experiences.

The CFC may approve the application, approve it with agreed revisions or conditions, return it for additional information or revision, or deny it. If a plan is denied, the School shall provide the student and parent or guardian, when applicable, with the reason for the decision and identify any deficiencies that may be corrected. A student may revise and resubmit the plan within a reasonable time established by administrative procedure.

Workplace-Connected Educational Options

A CFP may use a student's employment, work-based learning experience, internship, cooperative education placement, or other workplace setting as the authentic context for demonstrating academic competency. The plan shall identify the academic learning to be demonstrated and shall not award academic credit merely for employment, attendance at work, hours worked, employer ratings, or successful job performance.

A student's participation in a workplace-connected Credit Flexibility Plan shall not prevent the School from awarding elective credit for verified employment under the School's existing course of study, graduation requirements, and administrative procedures, when permitted by applicable law. Documentation of verified employment may include pay stubs, employer verification, or other documentation required by the School. Any such elective employment credit shall be applied toward graduation requirements only as permitted by applicable state and local graduation requirements.

Elective employment credit and subject-area credit earned through Credit Flexibility are separate. The same employment experience may provide the context for both when permitted by School procedures; however, subject-area credit through Credit Flexibility must be supported by separate evidence demonstrating the academic competencies identified in the approved CFP.

Workplace-connected academic evidence may include, as appropriate to the subject and course, reading and analysis of workplace texts, professional or technical writing, research, problem-solving projects, presentations, portfolios, demonstrations, and related academic reading or writing

assigned by the teacher of record. All required evidence shall be aligned to the approved CFP and evaluated according to the academic standards for the requested credit.

For workplace-connected CFPs, the School may assign a licensed teacher, or another appropriately credentialed staff member, to serve as the school-employer liaison. The liaison may coordinate communication with the employer, verify the workplace context, assist in identifying authentic workplace tasks, support student-employer-school documentation, and provide relevant feedback to the teacher of record. The teacher of record remains responsible for academic instruction, standards alignment, assessment, grading, and the determination that the student has demonstrated the competencies required for the academic credit.

Using a student's employment as the context for academic assignments or demonstrations under a CFP does not, by itself, make the student's employment a state-reported work-based learning experience. If the School designates or reports an experience as work-based learning, an internship, or cooperative education under Ohio's framework, the School shall meet all applicable requirements for that experience, including required learning agreements, supervision, evaluation, and documentation. Employers and workplace supervisors may verify employment, workplace responsibilities, participation, and the authenticity of workplace tasks. Employers and supervisors shall not independently determine the student's academic grade or award academic credit. Students shall not be required to submit confidential, proprietary, medical, financial, personally identifiable, or otherwise protected workplace information. When necessary, workplace materials may be redacted, summarized, simulated, or replaced with teacher-created materials.

If a student's employment or workplace placement changes or ends during an approved CFP, the CFC and teacher of record may propose a revision to the plan so the student can continue demonstrating the required competencies through another approved setting or learning activity. Prior employment or other experience may inform the student's baseline and may be considered when assessing current competency, but academic credit shall not be awarded solely for work hours or products completed before approval of the CFP.

Material revisions to an approved CFP, including changes to the credit sought, learning expectations, assessment criteria, or completion timeline, shall be documented and agreed to by the student, the parent or guardian when the student is under age eighteen, the credentialed teacher responsible for the plan, and the Head Administrator/Executive Director or authorized designee.

Awarding Grades and Credit

Grades will be issued and credit awarded through demonstration and mastery of the course competencies identified in the approved CFP. Course credit granted through Credit Flexibility will be recorded the same as comparable School credit and based on the School's grading scale, except as otherwise required by law or established in the approved plan. Grades and credits will be included in the student's grade point average and reported on the official transcript in accordance with School procedures. A student shall not receive lesser transcript, grade-point-average, weighting, or class-standing treatment solely because comparable credit was earned through Credit Flexibility. The following standards and guidelines apply for awarding credit:

- The total number of credits that may be awarded through Credit Flexibility is not limited, subject to applicable graduation requirements and the requirements of each approved CFP.

- All courses and content areas may be considered for Credit Flexibility when the student can demonstrate the applicable course competencies and other requirements.
- All CFPs must be aligned to Ohio's Learning Standards, applicable Advanced Placement standards when relevant, and/or School curriculum requirements.
- The determination of how credit will be awarded must be stated in the CFP at the time of approval. A student may demonstrate competency through assessments, written work, projects, portfolios, performances, presentations, research, oral defense, teacher observation, workplace evidence, or a combination of measures.
- Assessment methods shall be appropriate to the learning being measured. A single percentage score is not required for every CFP. When credit is sought solely by examination or another standardized assessment, the applicable mastery standard shall be established in advance by the School and stated in the approved plan or administrative procedure.
- The teacher of record shall evaluate the academic evidence and determine whether the student has demonstrated the required competencies. The CFC may review completion and documentation consistent with the approved CFP.
- Full or partial credit may be awarded when authorized by the approved CFP and consistent with the statewide credit flexibility plan and School procedures. The amount of credit shall reflect the approved course or content-area learning expectations demonstrated by the student.
- Credit may be earned simultaneously for academic and career-technical experiences, secondary and post-secondary credit, or more than one academic content area when the CFP is approved in advance and the student separately demonstrates the required competencies for each credit awarded.
- A CFP may be used to recover a previously unearned course credit. The recovery plan shall identify the competencies for the specific course being recovered and shall remain academically separate from any current course for which the student is also earning credit, unless simultaneous credit is expressly approved and separately documented.
- Completion dates, including deadlines for students intending to graduate, shall be established in the individual CFP. The School shall use reasonable timelines that do not unnecessarily discourage participation in Credit Flexibility.
- Credit earned through Credit Flexibility may be used toward graduation and may support early graduation when all other graduation requirements are satisfied.
- Credits completed in another district or school before transfer to the School will be reviewed and accepted in accordance with Ohio law and the School's transfer-credit procedures. If a transferring student has an incomplete approved credit flexibility plan, the CFC may review the prior plan and evidence and determine whether to continue, revise, or replace the plan.
- Credit from other districts and approved educational providers, including online providers, may be accepted in accordance with applicable Ohio law, the statewide credit flexibility plan, and School procedures. The grade to be recorded shall be determined in the approved CFP or the School's applicable transfer and grading procedures.

- Credit Flexibility grades shall be weighted only when the comparable School course is weighted and the approved CFP requires comparable level and rigor, or as otherwise provided by the School's grading policy. Any weighting shall be established before the student begins the plan.
- The final grade must be posted before the credit can count toward graduation, including early graduation.

If the student fails to complete the CFP or make adequate progress within the approved time frame, the teacher of record and CFC shall determine the appropriate action under the terms of the plan. Actions may include additional support, revision of the plan, extension of the completion date, award of earned partial credit when permitted, withdrawal from the plan, or denial of credit.

If a student is unable to complete the CFP because of illness, a change in employment, loss of an educational opportunity, or another valid reason, the CFC may extend or revise the approved timeline or close the plan without posting a failing grade when permitted by School grading procedures and applicable law.

Appeal Process

A student or parent or guardian who disagrees with the denial of a CFP, a required condition placed on a plan, termination of an approved plan, or a determination that the requirements for requested credit were not met may submit a written appeal in accordance with School administrative procedures. The appeal must be submitted within 30 calendar days of receiving notice of the decision at issue.

The appeal shall be reviewed by an individual or panel designated by the Governing Authority who did not serve as the sole decision-maker on the matter being appealed. The reviewer shall consider the application, approved CFP, student evidence, assessment results, progress records, written statements, and other relevant information. A written determination shall be issued within 30 calendar days after receipt of a complete appeal unless additional time is reasonably necessary and communicated to the student and parent or guardian.

Nothing in this appeal process limits any complaint, due process, or appeal right otherwise available under state or federal law.

Integrity

To ensure the integrity of the learning experience, the student will be required periodically and/or upon request to provide evidence of progress and participation. The teacher of record and CFC may require drafts, process documentation, conferences, oral explanations, demonstrations, or other evidence needed to verify student authorship and mastery.

Students participating in Credit Flexibility are subject to the School's academic integrity, technology use, copyright, confidentiality, and student conduct requirements. Unauthorized plagiarism, unauthorized use of artificial intelligence or other assistance, falsification of workplace evidence, or other violations of academic integrity may result in revision or termination of the CFP, denial of credit, or other consequences consistent with School policy.

Athletic Eligibility

Student athletes who participate in Credit Flexibility must continue to meet all current eligibility requirements of the Ohio High School Athletic Association (OHSAA). Students and parents are responsible for consulting with the School regarding how participation in a particular CFP may affect athletic eligibility. Students seeking NCAA Division I or Division II eligibility should confirm whether a specific course or nontraditional learning experience meets current NCAA core-course requirements. Approval of a CFP by the School does not guarantee NCAA core-course approval.

Fees

The School may require parent(s)/guardian(s) of a student participating in a Credit Flexibility option not initiated by the School to be responsible for additional fees associated with that option when permitted by law. Any anticipated fee shall be disclosed before approval of the CFP. Participation in a School-initiated Credit Flexibility opportunity shall not be denied solely because of a student's inability to pay when such denial would be inconsistent with law.

Communication

The School will communicate the provisions of the Credit Flexibility policy and application process to students and parents using multiple methods, including annual notice and posting information on the School website. School staff may also identify students who may benefit from Credit Flexibility and provide information and assistance in developing a student-driven request.

Performance data, including the number of participating students, total credits attempted and earned, completion outcomes, and other information required by law or useful for program evaluation, will be made available to the Governing Authority and reported to the Ohio Department of Education and Workforce as required. The School may also use Credit Flexibility data to evaluate student needs, employer and community partnerships, staffing demands, and the potential value of additional academic or career-based supports.

The Head Administrator/Executive Director may develop administrative procedures, forms, timelines, and documentation requirements consistent with this policy and applicable law. Administrative procedures may address application processing, CFC membership, individualized CFP requirements, employer verification, progress monitoring, grading, academic integrity, records, transfer students, athletic eligibility notices, fees, appeals, and program evaluation.

Ohio: R.C. 3313.603(C)(8) and (J); R.C. 3314.03(A)(10)(a), (A)(11)(f), and (A)(23); O.A.C. 3301-102-02; Ohio Department of Education and Workforce Statewide Credit Flexibility Plan