

**PROCEDURE FOR EARNING ALTERNATIVE CREDITS**

Students who wish to earn credits through options outlined in Policy IKE Student Placement must meet the criteria specified below for each option. To receive credit for options 2-5 below the student must be enrolled in no fewer than five credits of courses. The High School Principal is authorized to award credit for learning experiences outside the normal school setting subject to the following conditions. In all cases except home schooling, prior approval must be obtained from the Principal for awarding of credit to be considered.

1. Courses in an approved home schooling program: the Principal will award credit for courses completed through an approved full-time home schooling program as described in Policy IHBG Home Instruction Program.
2. University courses: the Principal will award 1/2 credit for each semester course completed with a grade of C or better upon receipt of an official transcript from the college or university.
3. Independent Study: the Principal will award at most 2 credits for courses completed through independent study. Credits will be awarded in 1/2 credit increments. Each 1/2 credit requires a plan developed and implemented under the direction of a GNGHS teacher and approved in advance by the Principal, guidance counselor and the parent as equivalent to 1/2 credit of study at school. The plan must include how student learning will be evaluated and what products will be presented by the student.
4. Community Service: the Principal will award at most 1/2 credit if the student has volunteered a minimum of five hours per week with the same organization for a full year, as documented by the Director of the organization. This is subject to criteria to be developed by the Principal before any community service experience is approved for credit.
5. Work Experience: the Principal will award at most 1/2 credit if the student has 2 consecutive years of work experience at least 10 hours per week for the same employer, as documented by the employer. This is subject to criteria to be developed by the Principal before any employment experience is approved for credit.

Cross Reference:     IHBG Home Instruction Program  
                          IKE Student Placement