

# WAYNESVILLE HIGH SCHOOL FLEXIBLE CREDIT APPLICATION



Steps for the application process:

1. Discuss possible credit flex plan with your principal, counselor and parents.
2. Pick up, read, and complete application packet. Application packets are available in the high school office and on the district webpage.
3. Check course requirements. You will need these guidelines to help you in completing the packet.
4. Request a copy of your transcripts to attach to this application.
5. Turn completed packet into High School Office by **May 1<sup>st</sup>** . Be prepared to attend a meeting to discuss your proposal or to re-submit it as necessary.
6. Once the course proposal is approved, the course must be completed as indicated by the committee. The course must be approved **BEFORE** student begins coursework.
7. Once the semester has begun, students have 3 days to drop the course from their schedule without penalty.

## Reflection

Credit flexibility is a wonderful opportunity for students to earn high school credit. All students should spend time discussing this credit flexibility option with their parents, principal, guidance counselor, and mentors. Please thoroughly and thoughtfully answer the following questions.

1. How does this credit flexibility relate to my high school goals, future academic goals and/or occupational goals?
2. Am I ready for this class? What prerequisites do I have that prepare me to take this course?
3. After reviewing the curriculum documents for this course, state in your own words what skills/content you will need to demonstrate mastery.
4. What skills do I need to demonstrate or cite that I have performed/experienced?
5. What multifactor methods will be used to assess my credit flexibility plan?

### General Information & District Policies

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

#### **To the STUDENT:**

Please read the following statements and then initial next to the statements indicating that you understand the policies. I understand that:

\_\_\_\_\_ If my credit flexibility proposal is accepted, I will earn a letter grade (A, B, C, D, F) for the course\*

\_\_\_\_\_ The grade that I earn will appear on my transcript, regardless of the final grade and will be calculated in my GPA\*

\_\_\_\_\_ Credit will be granted at the end of regular WHS semesters for all flexible credit courses and all credit flex course work must be completed by June 1<sup>st</sup> of that school year.

\_\_\_\_\_ Weighted credit cannot be obtained through a flexible credit course.

\_\_\_\_\_ I may not drop a flexible credit course after the drop date (ie: 3 days into the semester). If I drop after the drop date, I will receive an F on my transcript (withdrawn/failure).

\_\_\_\_\_ Academic honesty rules apply just as they do in a traditional class setting.

\_\_\_\_\_ Many traditional classes are offered at WHS and I have discussed with my guidance counselor how the outcome of this flexible credit class will impact any traditional classes I subsequently take and/or my ability to schedule other courses.

\_\_\_\_\_ I must meet attendance requirements set forth by my plan.

\_\_\_\_\_ I am not to be in the building during times that I am not scheduled for a traditional class unless I have a scheduled appointment with teachers, counselors, or administrators regarding my flexible credit course.

\_\_\_\_\_ I am responsible for meeting graduation and athletic requirements.

\_\_\_\_\_ Participation in athletics and extracurricular activities are not accepted for credit flex credits.

\_\_\_\_\_ I am responsible for ensuring that I have met graduation requirements by established deadlines to participate in senior graduation.

\_\_\_\_\_ I am responsible for maintaining my academic eligibility.

\_\_\_\_\_ I recognize that the course may not match the academic standards for WHS and may not adequately prepare me for subsequent courses.

\*Unless an alternative grading policy is approved by the principal

Your signature indicates that you have discussed the above statements with your parents, understand the commitment you are endeavoring to make, and agree to the policies set forth by Waynesville High School.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**PARENTS/GUARDIANS PLEASE COMPLETE**

**To the PARENT/GUARDIAN of the student submitting a flexible credit proposal:**

Please read and discuss the above policies with your student. Your signature indicates that you have read the above statements and agree to the policies set forth by Waynesville High School. Your signature also relieves the school of any liability for your son/daughter during times in which your student is not required to be at school due to this flexible credit proposal, should it be accepted.

---

Signature of Parent/Guardian

Date

---

Signature of Principal

Date

**Flexible Credit Submission**

**The following *established curriculum* must be approved by the WHS Credit Flexibility Committee:**

Name of Course (s): \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Method of achieving credit (Check All That Apply):

College/University Course (name of institute) \_\_\_\_\_

Virtual Online Class through (name of institute) \_\_\_\_\_

High School Summer School (name of school) \_\_\_\_\_

Other \_\_\_\_\_

**STOP HERE IF YOU SELECTED ONE OF THE ABOVE OPTIONS**

**The following mechanisms must be approved by the WHS Credit Flexibility Committee:**

Name of Course: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Method of achieving credit (Check All That Apply):

Complete Coursework

Independent Study

Other (Please Specify) \_\_\_\_\_

Testing Out – mechanisms from the State’s pre-approved list including various commercial assessments or performance-based means.

Progress Checkpoints (Circle One):    3 weeks    6 weeks    9 weeks    Other: \_\_\_\_\_

Adult Supervisor(s)/Teacher(s)/ Mentor(s): \_\_\_\_\_

Attach a copy of your transcripts to this packet.

Explanation of the methods for achieving credit:

Timeline for achieving credit and checkpoints (Be specific):

Proposed methods for demonstrating mastery for credit (You must select at least three):

- Project(s)
- Tests/Quizzes
- Performance Indicators (PIs)
- Labs (must be selected if a lab based course)
- Internship
- Research Paper/Project
- Portfolio
- Final Exam
- Culminating Project
- Other (Please Specify):

Resources requested of Waynesville High School:

Support services requested of WHS if on an IEP or 504:

Each course has a series of benchmarks that are addressed throughout the course. Please attach a paper to this application explaining how your proposal meets each of the benchmarks for the course. Benchmarks for each course may be obtained online.

**FOR OFFICE USE ONLY**

To be completed by WHS

Date Application Submitted: \_\_\_\_\_

Received by: \_\_\_\_\_  
(Administrator/Counselors)

Submission Approval:                      Approved                      Denied

Reason(s) for Denial of Submission:

Resubmission Date: \_\_\_\_\_

---

Approved Flexible Credit Proposal Information

Drop date for flexible credit course: \_\_\_\_\_

\*Just as with a traditional course, students may not drop a flexible credit course after the drop date\*

**Final Grade for Flexible Credit Course:** \_\_\_\_\_

Please attach all artifacts for the course.

Notes: