



WILSON SCHOOL DISTRICT

2601 Grandview Boulevard, West Lawn, PA 19609 | 610-670-0180 | wilsonsd.org

ALTERNATIVE CREDIT APPLICATION PROCESS <ul style="list-style-type: none"> • Complete application • Obtain parent permission • Meet with counselor • Seek Principal's permission via written letter 	Status & Date <input type="checkbox"/> Approved _____ <input type="checkbox"/> Pending _____ <input type="checkbox"/> Rejected _____
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Student Name: _____

Current Grade Level: _____

School Counselor: _____

Area of Application:

_____ Exemption by Private Tutoring & Exam

_____ Summer School Original Course
(non-WSD course)

_____ Remediation by Tutoring

_____ Higher Education Course Enrollment
(non-WSD University/College course)

_____ Online Course
(non-WSD course)

_____ Exemption by Exam (85% on midterm & final)

_____ Other (please specify) _____

Title of Course _____ Location of Study _____

Course Provider _____ Is this course for original credit? _____

This course replaces which Wilson Middle/High School Course? _____

Enrollment period for this course _____ Certified Tutor's Name: _____
(when will the course take place)

Attachments Accompanying this Application:

_____ Course Syllabus and/or Outline

_____ Course Bibliography and/or Resources

_____ Student- written statement regarding motive seeking Alternative Credit and experience with
the body of the Course Content and Skills

_____ Copy of the Tutor's content area certification

STUDENT COMMITMENT

I have investigated this option, attached the required information, and provided a written statement of my motive and rationale for seeking this form of study. I understand that if this application is approved, it is my responsibility to make all arrangements, am financially responsible for all costs, and to obtain an affidavit of my completion of this study to be submitted to my counselor for credit recognition.

Student Signature

Date



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COUNSELOR REVIEW

I have reviewed this proposal along with the student's transcript and I approve of this course.

Counselor Signature

Date

DEPARTMENT CHAIR/SUPERVISOR REVIEW

I have reviewed this proposal along with the student's transcript and I approve of this course.

Chair/Supervisor Signature

Date

APPROVALS

I have read the attached material, discussed the option with my family and school counselor, and agree to all terms.

Signature of Student

Date

Parent/Guardian Signature

Date

Principal Signature

Date

This process and documentation is required for any secondary student seeking alternative credit for courses. Full approval must be completed **PRIOR** to course enrollment. Alternative **SUMMER** study must be submitted **PRIOR** to June 30th.

OFFICIAL USE ONLY

Student Name: _____ Grade: _____

Date of Request: _____ Course to Exempt: _____

Via: Private Tutor By Exam Remediation By Tutor Online Course Higher Ed

Tutors Name: _____ Phone: _____ Email: _____

Counselor Signature: _____ Student Signature: _____

Date of Completion: _____ Final Grade: _____ Date Recorded: _____



Guidelines for Exempting Courses

Exempting a Course by Online Course

A. Purpose: To move students ahead of the district-adopted sequence of courses in a particular academic subject through an online, non-Wilson course.

B. Guidelines:

1. Request for an online course must be initiated by parent and student in writing to the principal.
2. **Any costs of the online course are to be funded by the student and/or parents, which may include the cost of assembling materials, and/or administering and scoring the exams.**
3. An online course must be done by a subject-certified teacher and an approved/accredited online course provider.
4. The grade achieved is not included in the GPA.
5. It is the responsibility of the students and parents to provide the Wilson School District with grade and transcript information from the online provider along with contact information to verify achievement scores.

Exempting a Course by Private Tutoring

A. Purpose: To move students ahead of the district-adopted sequence of courses in a particular academic subject through private tutoring.

B. Guidelines:

1. Request for tutoring must be initiated by parent and student in writing to the principal.
2. **Any costs are to be funded by the student and/or parents, which may include the cost of assembling materials, and administering and scoring the exams.**
3. Tutoring is to be done by a subject-certified teacher. Thirty hours of tutoring is recommended to insure total mastery of the subject matter.
4. Tutoring is not to be scheduled for a course in which a student is presently enrolled.
5. The student must take the district version of the mid-term and the final examination and achieve a score of 85% or better on both. The examinations may be taken no more than twice within a twelve-month period.
6. The grade achieved is not included in the GPA.
7. The mid-term and the final examination grades and equivalent credit will be recorded on the student's transcript as "Course Exempted by Private Tutor."
8. Instructional materials will be provided by the Wilson School District. The appropriate department chair/supervisor will coordinate and finalize the process.
9. Verification of the tutoring process, administration/scoring of mid-year and final examinations will be completed by the building principal or his/her designee.
10. Administrative costs accrued by execution of Steps 8 and 9 will be paid by the student and/or parents.

Remediation by Tutor

A. Purpose: To give a student who fails a course during the regular school year the opportunity to make up the course by being tutored.

B. Guidelines:

1. Request for remediation by tutoring must be initiated by parents and students in writing to the principal.
2. **Any costs are to be funded by the student and/or parents, which may include the costs of assembling materials, and administering and scoring the exams.**
3. Tutoring is to be done by a properly certified teacher. A minimum of 15 hours of tutoring is required.
4. After tutoring, the student must take the district version of the mid-term and final examinations and achieve a score of 70% or better. The examinations may be taken no more than twice within a twelve-month period.
5. An average score of 60% or better must be achieved when adding the mid-term and the final examination scores with the student's final average the first time the course was taken. The grade recorded on the transcript will be 60% as is the practice with summer school courses.
6. The grade of 60% and equivalent credits will be recorded on the student's transcripts as "Course Completed by Remedial Tutoring."
7. The grade achieved is included in the GPA.
8. Instructional materials will be provided by the Wilson School District. The appropriate department head/ supervisor will coordinate and finalize the process.
9. Verification of the tutoring process, administration/scoring of mid-term and final examinations will be completed by the building principal or his/her designee.
10. Administrative costs accrued by execution of Steps 8 and 9 will be paid by the student and/or parents.

Exempting a Course by Exam

A. Purpose: To allow a student to exempt a particular course because of an existing knowledge base.

B. Guidelines:

1. Request to exempt a course by exam is to be initiated by parent and student, in writing, to the principal; the letter must state the reason exemption is being requested. Exemption by exam must be requested prior to the start of the course. Permission to exempt a course by exam is granted at the principal's discretion.
2. **Any costs are to be funded by the student and/or parents, which may include the costs of assembling materials, and administering and scoring the exams.**
3. The student must take the district version of the mid-term and final examinations and achieve a score of 85% or better. The examinations may be taken no more than twice within a twelve-month period.
4. No grade will be assigned or included in the GPA.
5. The mid-term and the final examination grades and equivalent credit will be recorded on the transcript as "Course Exempted by Exam."
6. The mid-year and final examinations dates and administration/scoring will be completed by the building principal or his/her designee.
7. Courses completed through credit-by-exam may not be used to satisfy core-course requirements for NCAA Eligibility Center.
8. Students taking a course by independent study must follow the curriculum established by the teacher and the Wilson School District. In addition, they must complete the course's mid-term and final assessments as established by the teacher and the Wilson School District.