

# Regulation IHBDH-RA

## Las Cruces Public Schools

Related Entries: IHBDH  
Responsible Office: Associate Superintendent for Instruction

### Alternative Means for Earning Credit

#### I. PURPOSE

To set forth a procedure by which students enrolled in the Las Cruces Public Schools may receive credit offered through alternative methods to meet graduation requirements. A student may earn original or replacement credit for successful completion of these courses, not to exceed 12 credits per academic year. Courses taken through alternative means may be taken outside of the regular school day or the regular school year.

#### II. DEFINITIONS

- A. **Computer Assisted Learning** – refers to a program that delivers instruction to a student using a computer and computer software/courseware. The educational setting includes a highly qualified teacher who provides facilitation to students with a wide variety of learning needs. The curriculum is research-based and meets or exceeds state standards and benchmarks.
- B. **Correspondence course** - refers to a distance learning experience that provides print-based material. Students may enroll in correspondence courses to graduate on time or ahead of schedule or enroll in classes their resident high schools don't offer.
- C. **Independent study** – refers to an individual educational experience that offers students optimal involvement in initiating, planning, and evaluating work done to achieve or move beyond a course or courses available in the school curriculum. Independent study may vary in length of time from several weeks within a given course to a semester or longer.
- D. **Online courses** – refers to an interactive course or program that delivers instruction to a student using the Internet. Online courses offer students scheduling flexibility and may be combined with traditional delivery methods that include frequent student assessment and actual teacher contact time.
- E. **Course provider** – the institution providing the course must be accredited by a recognized accrediting agency.

#### II. PROCEDURES

- A. Course enrollment - Students submit a request to their principal/designee prior to enrollment to participate in alternative course work.

- B. A principal/designee approves the coursework ensuring that the course is eligible for graduation credit.
- C. A principal/designee's approval is dependent upon the student demonstrating that the course is equivalent to or exceeds the rigor and standards of a comparable course offered by LCPS in terms of the syllabus studied and a summative examination.
- D. School support – a site coordinator for online learning is designated by the principal in each school. The site coordinator will provide the student with adequate computer accessibility, monitors student progress, provide or arrange mentoring/tutoring and ensures transcription of grade and credit earned.
- E. Course fees – students and parents will be responsible for course fees and materials. The following exceptions will permit LCPS, with the pre-approval from the Director of Secondary Instruction, to assume cost of course and required instructional materials:
  - 1. Course is not available in the high school curriculum.
  - 2. Schedule conflict prohibits student from enrolling in high school course.
- F. Grades earned in courses taken through alternative means will be included on the student's transcript.

*History: Formerly Procedure- #411*

*Legal Reference:*



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*Approved, Associate Superintendent of Instruction*

*August 2008*

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*Date Approved*