

# Scappoose School District 1J

Code: **IHGAB**  
Adopted: 5/02/94  
Orig. Code(s): 5980, 5980.1

## **Transfer of Credits From Off-Campus Learning Programs**

Student participation in off-campus learning programs for credit require careful planning with the participating off-campus organization, as well as with the student and the student's parents, in order to assure that they constitute an appropriate and meaningful component of the student's total educational experience.

Off-campus learning programs shall include, but not be limited to:

1. Enrollment in courses of other educational institutions such as correspondence courses taken from institutions accredited by the National University Extension Association, community colleges, four-year colleges;
2. Training internships in community or government programs such as the National Guard program;
3. Work experience programs;
4. Participation in training or performance groups such as community symphonies, dance, art or science museums; and
5. Travel programs.

### **Appropriate Off-Campus Programs**

In approving specific learning settings for the placement of students, the following factors will be considered: the general learning experiences which may be provided, goals to be achieved, time requirements, supervision, safety conditions and evaluation of student growth. Approval will be based upon completion of an alternate credit packet which may include site approval by administration and criminal check. Parents will be responsible for all costs.

### **Eligibility**

Students involved in the approved off-campus programs must be enrolled in Scappoose High School. Approval of student's participation in the off-campus credit program shall require approval of the student's parents, participating agency, the school academic department most closely related to the activity and the principal, prior to the student participating in the off-campus experience. The off-campus programs will be retroactive for all students to September, 1993.

## Credits Earned

In order to receive a full unit of credit, a minimum of 130 clock hours in an off-campus activity shall be required consistent with current state educational minimum standards. The maximum number of units permitted per student for off-campus experiences while enrolled in high school will be developed in an individual educational planning session to include parents, student and counselor. The student's program will be evaluated each year. The designated department will recommend the amount of credit and the type of grade to be received by the student to the high school principal for final approval. The student's agency supervisor must complete a written evaluation and indicate on the evaluation form whether or not the student's performance merits credit consideration by the school. The amount of credit earned and a grade will be placed on the student's official high school transcript.

## Procedure for Student Enrollment

The interested student shall be responsible for procuring a tentative proposal for an off-campus program in relation to a specific setting. The student should coordinate the development of the proposal with the off-campus program organization. On the application, the student and off-campus program supervisor will indicate the location of the off-campus experience, the types of activities, the expected learning outcomes, the tentative schedule of such activities, amount of credit to be requested, the evaluation process to be used, approval for the student to participate in the off-campus experience by the supervisor and other factors which the school may deem necessary. The student will then obtain parent approval.

The proposal shall then be reviewed by the designated Scappoose High School staff member in the department most directly related to the type of activity proposed. The staff member will recommend the type of grade (letter or P/NP) and the number of credits available upon completion for the student. When the proposal is satisfactory to the department, it shall receive tentative departmental approval. The proposal will then be given to the principal for final approval and upon final approval, a copy shall be filed in the student's cumulative folder in the counselor's office and a copy will be sent to the parent and student.

Upon completion of the off-campus program, the agency will complete an evaluation form indicating the degree of completion of the learning outcomes and activities and send it to the high school principal. The credit and grade will be placed on the student's transcript. A copy of the evaluation will be placed in the student's cumulative folder and a copy will be sent to the parents and student.

END OF POLICY

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### Legal Reference(s):

[ORS 332.072](#)  
[ORS 336.135 - 336.183](#)  
[ORS 336.615 - 336.665](#)  
[ORS 336.790 - 336.815](#)  
[ORS Chapter 340](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0065](#)  
[OAR 581-021-0070](#)  
[OAR 581-021-0071](#)  
[OAR 581-022-1130](#)

[OAR 581-022-1350](#)  
[OAR 581-022-1620](#)  
[OAR 581-023-0006](#)  
[OAR 581-023-0008](#)