

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.604

Credit for Prior Courses

January 11, 2017

According to Oak Ridge School Board policy 4.604, students enrolled in grades 9-12 who have taken the equivalent of a high school level course in middle school may earn high school credit under the following guidelines:

- Students shall be given the same comprehensive examination for the course as required for students in grades nine (9) through twelve (12) who earn credit for graduation;
- The examination shall provide evidence that a student has mastered all of the terminal objectives in the applicable curriculum framework adopted by the State Board of Education and shall be scored and graded on the same scale as for students who are enrolled in the course;
- Students must successfully complete the course and score proficient on the comprehensive examination in order to receive credit towards high school graduation;
- Students who do not successfully complete the course may be recommended to repeat the course in high school to receive credit towards high school graduation;
- Parents and/or guardians may override course recommendations for course placement as long as prerequisites for the overridden courses are met.

In addition, Board policy 4.604 asks the Superintendent to develop procedures for determining successful completion of the course, administering and scoring the examination, and ensuring the proper credit is given. Therefore, in that regard, the following administrative procedures are in effect:

- High school credit can only be awarded if the student receives a B or higher as a final grade in the course while in middle school;
- If the credit is awarded in math, the student will still need to take 4 credits of math in high school;
- Middle school teachers will use the same grading key and grading process as high school teachers for the comprehensive exam to ensure that grades on the final exam are consistent between middle and high school teachers;
- If the middle school student passes the comprehensive exam with less than a B but still has a final average of B or higher in the course, the student may be awarded high school credit;
- Middle school and high school teachers will have a consistent administration plan for the comprehensive exam. For example, if the comprehensive exam is given over 90 minutes at the high school, then it will also be given over 90 minutes at the middle school.