

## **Miami Valley Career Technology Center Credit Flexibility Plan**

This plan meets or exceeds the intent of Ohio SB311, ORC 3313.603(J) and MVCTC board policy IGBM.

Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it beyond the original delivery at MVCTC with an MVCTC approved program. The purpose of the credit flexibility option is to develop learners who cultivate their own research, learning objectives, and plans whereby they will attain those objectives outside of the traditional classroom. The plan will provide a personalized educational opportunity for all students who will identify, acquire, and demonstrate the mastery of their knowledge through objectives to earn graduation credit. Students may engage in activities beyond the traditional delivery of a classroom by taking part in an alternative learning experience to the traditional “seat time” of classroom work, where they will demonstrate identified learning objectives. Students will be required to complete an MVCTC Credit Flexibility Plan where they will identify their credit flex intent, identify the objectives they will demonstrate, and create a timeline for completion. Individuals and organizations wishing to partner with the student in a credit flex plan will need to seek approval from the MVCTC.

### **Credit Flexibility Plan Requirements:**

1. Written plan or agreement between the student, parent/guardian, possible provider beyond MVCTC and a MVCTC teacher and/or administrator.
2. Grades will be reported to the Student Services office and will be recorded on the student’s report card for application to their home school transcript.
3. All credit flex classes must be added and dropped within the same timelines of dropping and adding other classes. Otherwise, the student will receive an F for the class if work is not completed.

### **How to Apply for a Credit Flexibility Program:**

1. Receive a Credit Flexibility Packet from Student Services and complete the plan agreement. Return the plan agreement with the attached proposal to Student Services when completed.
2. A conference must be scheduled to evaluate the proposal and be signed by the student, parent/guardian, teacher, counselor, assigned administrator, and others as designated.
3. Signed/Approved plan agreement and attached proposal must be turned in to the student’s counselor 30 school days prior to the start of the semester when they desire to earn and be awarded credit.
4. Student is responsible for completing all assignments agreed upon in the Credit Flexibility Plan and completing any required demonstration or mastery assessment by specified times to receive grades and resulting credit(s).

# Miami Valley Career Technology Center Credit Flexibility Plan

## Credit Flexibility Options and Procedures

### **Earning Flex Credit for an existing MVCTC class offering**

This option exists for students who believe they are ready to demonstrate all of the competencies required in a MVCTC course. Students selecting this option must first complete a Credit Flexibility Plan Agreement. Arrangements will then be made for the student to demonstrate mastery of the content based on the Credit Flex Option chosen and the proposed plan. The demonstration of proficiency may include but is not limited to taking the MVCTC exams for the course, completing written essays and research papers, developing examples of subject area projects, and other items as specified in the credit flexibility plan agreement. The MVCTC teacher or panel of experts (as determined by the chosen option) will evaluate student work. Final grades and credits will be recorded on the student's report card and shared with their home school to be placed on their transcript and calculated as part of the student's GPA and class rank as determined by their home school. If requested by the student, appeals to rejected plan development, completion, or evaluation can be taken to a Credit Flexibility appeal panel appointed by the Director of Instructional Development.

### **Earning Flex Credit beyond existing MVCTC class offerings**

This option is for students who wish to develop a plan to study a topic of interest that is not offered at MVCTC. Completion and prior approval of the Credit Flexibility Plan Agreement is required as there will be no awarding of retroactive credit. Off-site instruction providers must receive prior approval by MVCTC. In their Credit Flexibility Plan Agreement, students must list the goals/objectives of their proposed course, list methods of instruction, timeline segments of learning, and describe assessment measurements appropriate for the Credit Flex option chosen. The MVCTC teacher or panel of experts (as determined by the chosen option) will evaluate student work. Final grades and credits will be recorded on the student's report card and shared with their home school to be placed on their transcript and calculated as part of the student's GPA and class rank as determined by their home school. If requested by the student, appeals to rejected plan development, completion, or evaluation can be taken to a Credit Flexibility appeal panel appointed by the Director of Instructional Development.

### **Communication of the MVCTC Credit Flexibility Plan**

Methods of communicating this plan will include documentation in the MVCTC student handbook, posting on the MVCTC website, and through announcements made during the school year on the public address system. These communications will be documented and recorded by the assigned administrator. The assigned administrator will also document and record the number of participating students, credits earned, and student participant demographics.

### **Appeals concerning the MVCTC Credit Flexibility Plan**

If requested by the student, appeals to rejected plan development, completion, or evaluation can be taken to a Credit Flexibility appeal panel appointed by the Director of Instructional Development. Any appeals not resolved at this level can be taken to the Ohio Department of Education through the designated appeal process.

Note: Portions of the above Credit Flexibility plan description were adopted from a Maumee City Schools example.

## Miami Valley Career Technology Center Credit Flexibility Plan

<b>O P T I O N</b>	<b>Flexible Credit Method*</b>	<b>Level of expected proficiency</b>	<b>Increments of High School Credit that can be earned</b>	<b>Provision for students not meeting the originally designated criteria</b>
#1	Demonstrate mastery through a district selected end of course exam and/or specified certification exam; for example: <ul style="list-style-type: none"> <li>• Advanced Placement (AP) Exams</li> <li>• ACT course assessments</li> <li>• Industry-specific certificates/credentials for CT courses</li> <li>• College Level Examination Program (CLEP) exams</li> <li>• Nationally recognized foreign language performance assessments</li> </ul>	A score of at least 90% on the provided end of course exam or scores mandated on industry certification exams to achieve the agreed upon course credit	$\frac{1}{2}$	An award of extended time based on extenuating circumstances will be necessary or the student will receive a failing grade
#2	Demonstrate mastery through a portfolio or project which may be a result of internship, educational travel, independent study, service learning, or other	A score of at least 80% on the district performance-based assessment for all designated competencies to achieve the agreed upon course credit	$\frac{1}{2}$	An award of extended time based on extenuating circumstances will be necessary or the student will receive a failing grade
#3	Demonstrate mastery through successful participation in designated simultaneous credit opportunities	A score of at least 80% on the planned assessment(s) for all designated competencies to achieve the agreed upon course credit	$\frac{1}{2}$	An award of extended time based on extenuating circumstances will be necessary or the student will receive a failing grade
#4	Demonstrate mastery through successful completion of a preapproved college course or on-line curriculum	A score of at least 90% on pre-approved on-line curriculum beyond that provided by the district and 80% for on-line curriculum provided by the district to earn designated course credit	$\frac{1}{2}$	An award of extended time based on extenuating circumstances will be necessary or the student will receive a failing grade
#5	Demonstrate mastery through successful completion of a student developed plan utilizing portions of the criteria above and/or other approved methods	A score of at least 80% on the district approved student plan that includes assessment(s) for all designated competencies to achieve the agreed upon course credit	$\frac{1}{2}$	An award of extended time based on extenuating circumstances will be necessary or the student will receive a failing grade
#6	Demonstrate mastery through successful participation in designated simultaneous academic credit which are embedded in a career-technical lab within the school day and supervised by an MVCTC instructor with a teaching license in the appropriate content area.	A score of at least 70% on the planned assessment(s) for all designated competencies to achieve the agreed upon course credit	$\frac{1}{2}$	An award of extended time based on extenuating circumstances will be necessary or the student will receive a failing grade

**Miami Valley Career Technology Center Credit Flexibility Plan**

Examination Mastery for: \_\_\_\_\_

<b>Demonstrate mastery through a district selected end of course exam and/or specified certification exam</b>		<b>Credit Flex Option #1</b>
❖ <i>A panel of at least three experts shall agree by consensus that the presented exam(s) and/or specified certification exam(s) represent 90% of the approved course of study as presented for credit</i>		Approval rating for the _____ credit under consideration
CRITERION	EXPECTATION	Mark the box with an X
The end of course exam(s) and or specified certification exam(s) clearly provides for assessment of at least 90% of the objectives and/or competencies agreed upon as the required knowledge in a course for credit	A score of at least 90% on the provided end of course exam or scores mandated on industry certification exams to achieve the agreed upon course credit	<input type="checkbox"/> Acceptable  <input type="checkbox"/> Unacceptable
Only if the listed criterion and expectation is rated as <b>acceptable</b> will the credit under consideration be awarded		Credit/ Grade = _____/_____

Signatures of those approving credit through this process on \_\_\_\_\_  
 \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Authorized Administrator

**Miami Valley Career Technology Center Credit Flexibility Plan**

Portfolio or Project Completion for: \_\_\_\_\_

<b>Demonstrate mastery through a portfolio or project completion which may be a result of internship, educational travel, independent study, service learning, etc.</b>		<b>Credit Flex Option #2</b>
❖ <i>A panel of at least three experts shall agree by consensus that the presented list of objectives and/or competencies represent 100% of the approved course of study as presented for credit</i>		Approval rating for the _____ credit under consideration
CRITERION	EXPECTATION	Mark the box with an X
The portfolio or project clearly designates each agreed upon objective and/or competency	A list of objectives and/or competencies is provided as agreed upon at the onset of the portfolio and/or project and signed by the student, parent(s)/guardian(s), cooperating teacher, and designated administrator	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The portfolio or project clearly shares each agreed upon objective and/or competency	Each objective and/or competency from the agreed upon list shall be individually shared and linked to student proof of content knowledge, application, and/or analysis level(s).	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The portfolio or project clearly provides proof that the student understands at least 80% of the objectives and/or competencies agreed upon as the required knowledge for credit	A panel of at least three experts (a majority of HQTs if for academic credit) shall agree by consensus that the student has mastered at least 80% of the objectives and/or competencies at the knowledge, application, and/or analysis levels	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
Only if <b>all three</b> criterion and expectations are rated as <b>acceptable</b> will the credit under consideration be awarded		<b>Credit/ Grade</b> = ____/____

Signatures of those approving credit through this process on \_\_\_\_\_  
Month
Day
Year

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Authorized Administrator

**Miami Valley Career Technology Center Credit Flexibility Plan**

Simultaneous Credit Opportunity for: \_\_\_\_\_

<b>Demonstrate mastery through successful participation in designated simultaneous credit opportunities</b>		<b>Credit Flex Option #3</b>
❖ A panel of at least three experts shall agree by consensus that the presented list of objectives and/or competencies represent 100% of the approved course of study as presented for credit		Approval rating for the _____ credit under consideration
CRITERION	EXPECTATION	Mark the box with an X
The simultaneous credit opportunity clearly designates each agreed upon objective and/or competency	A list of objectives and/or competencies is provided as agreed upon at the onset of the simultaneous credit opportunity and signed by the student, parent(s)/guardian(s), cooperating teacher, and designated administrator	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The simultaneous credit opportunity clearly shares each agreed upon objective and/or competency	Each objective and/or competency from the agreed upon list shall be individually shared and linked to student proof of content knowledge, application, and/or analysis level(s).	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The simultaneous credit opportunity clearly provides proof of student understanding of at least 80% of the objectives and/or competencies agreed upon as the required knowledge for credit	A highly qualified teacher shall agree that the student has mastered at least 80% of the objectives and/or competencies at the knowledge, application, and/or analysis levels	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
Only if <b>all three</b> criterion and expectations are rated as <b>acceptable</b> will the credit under consideration be awarded		<b>Credit/ Grade</b> = ____/____

Signatures of those approving credit through this process on \_\_\_\_\_  
Month      Day      Year

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Authorized Administrator

## Miami Valley Career Technology Center Credit Flexibility Plan

Pre-Approved On-line Curriculum for: \_\_\_\_\_

<b>Demonstrate mastery through successful completion of preapproved on-line curriculum or college course</b>		<b>Credit Flex Option #4</b>
❖ A panel of at least three experts shall agree by consensus that the presented list of objectives and/or competencies included in the on-line curriculum represent at least 90% of the approved course of study chosen for comparison		Approval rating for up to _____ credit(s) under consideration
CRITERION	EXPECTATION	Mark the box with an X
The pre-approved on-line curriculum clearly designates each agreed upon objective and/or competency	A list of objectives and/or competencies is provided as agreed upon at the onset of the preapproved on-line curriculum and signed by the student, parent(s)/guardian(s), cooperating teacher, and designated administrator	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The pre-approved on-line curriculum clearly shares each agreed upon objective and/or competency	Each objective and/or competency from the agreed upon list shall be individually shared and linked to student proof of content knowledge, application, and/or analysis level(s).	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The pre-approved on-line curriculum beyond that used clearly provides proof of student understanding of at least 90% of the objectives and/or competencies agreed upon as the required knowledge for credit. For on-line curriculum vetted and regularly used by the district at least 80% is required.	A highly qualified teacher shall agree that the student has mastered at least 90% of the objectives and/or competencies at all levels for any on-line course(s) beyond those regularly used by the district. For those on-line curriculum regularly used and vetted by the district a score of at least 80% mastery for all designated competencies must be obtained.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
Only if <b>all three</b> criterion and expectations are rated as <b>acceptable</b> will the credit(s) under consideration be awarded (If multiple courses/grades attach)		Credit(s)/ Grade(s) = _____ / _____

Signatures of those approving credit through this process on \_\_\_\_\_  
Month      Day      Year

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Authorized Administrator

## Miami Valley Career Technology Center Credit Flexibility Plan

Student Developed Plan for: \_\_\_\_\_

<b>Demonstrate mastery through successful completion of a student developed plan utilizing a mix of options and/or other approved methods</b>		<b>Credit Flex Option #5</b>
❖ A panel of at least three experts shall agree by consensus that the presented list of objectives and/or competencies included in the student developed plan represent 100% of the approved course of study chosen for comparison		Approval rating for the _____ credit under consideration
CRITERION	EXPECTATION	Mark the box with an X
The preapproved student developed plan clearly designates each agreed upon objective and/or competency	A list of objectives and/or competencies is provided as agreed upon at the onset of the student developed plan and signed by the student, parent(s)/guardian(s), cooperating teacher, and designated administrator	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The student developed plan clearly shares each agreed upon objective and/or competency	Each objective and/or competency from the agreed upon list shall be individually shared and linked to student proof of content knowledge, application, and/or analysis level(s).	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The student developed plan clearly provides proof of student understanding of at least 80% of the objectives and/or competencies agreed upon as the required knowledge for credit	A highly qualified teacher shall agree that the student has mastered at least 80% of the objectives and/or competencies at the knowledge, application, and/or analysis levels	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
Only if <b>all three</b> criterion and expectations are rated as <b>acceptable</b> will the credit under consideration be awarded		Credit/ Grade = ____/____

Signatures of those approving credit through this process on \_\_\_\_\_  
Month      Day      Year

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Authorized Administrator



**Miami Valley Career Technology Center Credit Flexibility Plan**

**Simultaneous Credit for MVCTC embedded academics in CTE**

<b>Demonstrate mastery through successful participation in designated simultaneous credit opportunities</b>		<b>Credit Flex Option #6</b>
❖ A panel of at least three experts shall agree by consensus that the presented list of objectives and/or competencies represent 100% of the approved course of study as presented for credit		Approval rating for the _____ credit under consideration
CRITERION	EXPECTATION	Mark the box with an X
The simultaneous credit opportunity clearly designates each agreed upon objective and/or competency	A list of objectives and/or competencies is provided as agreed upon at the onset of the simultaneous credit opportunity and signed by the student, parent(s)/guardian(s), cooperating teacher, and designated administrator	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The simultaneous credit opportunity clearly shares each agreed upon objective and/or competency	Each objective and/or competency from the agreed upon list shall be individually shared and linked to student proof of content knowledge, application, and/or analysis level(s).	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
The simultaneous credit opportunity clearly provides proof of student understanding of at least 70% of the objectives and/or competencies agreed upon as the required knowledge for credit	A highly qualified teacher shall agree that the student has mastered at least 70% of the objectives and/or competencies at the knowledge, application, and/or analysis levels	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
Only if <b>all three</b> criterion and expectations are rated as <b>acceptable</b> will the credit under consideration be awarded		<b>Credit/ Grade</b> = ____/____

Signatures of those approving credit through this process on \_\_\_\_\_  
Month
Day
Year

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Expert

\_\_\_\_\_  
Authorized Administrator

# Miami Valley Career Technology Center Credit Flexibility Plan

I, \_\_\_\_\_, propose to earn \_\_\_\_\_ credit(s) for the \_\_\_\_\_ content as currently outlined in the Course of Study for \_\_\_\_\_ through exercising the credit flex option number \_\_\_\_\_.

**Example for above:** I, Jamie Smith, propose to earn 1 credit(s) for the math content as currently outlined in the Course of Study for Algebra I through exercising the credit flex option number Four (4).

I realize that by participating in this option I will be given the opportunity to earn credit through a unique and challenging credit flexibility option. I also understand that failure to meet the learning outcomes at the levels established will result in an academic failure for the course which will be reflected on my high school transcript.

I have listed the objectives and/or competencies agreed to be a part of the chosen credit flexibility option on the \_\_\_\_\_ (insert number) pages attached. I also understand that I will be required to share each objective and/or competency from the agreed upon list in a manner that proves content mastery at the appropriate knowledge, understanding, application, analysis, and/or creation level(s).

I agree to work in good faith toward the designated outcomes and within the timeline presented as a part of my credit flexibility option plan. I also agree to work with all those professionals who I have chosen or been assigned to assist me in carrying out my pursuit of content mastery outlined in this plan.

I also agree that I will receive a mid-term, quarter, and semester grade that best describes my progress as required by OHSAA, my home school, and/or MVCTC. This grade will be determined by the assigned teacher or administrator and shall serve as an undisputed professional judgment of my progress at the point in time when it is determined and presented.

The above credit flexibility plan proposed by the student is agreed to by all signed parties below.

Student Printed Name	Student Signature	Date
Parent /Guardian Printed Name	Parent/Guardian Signature	Date
Teacher Printed Name	Teacher Signature	Date
Provider Beyond MVCTC - Name	Provider Beyond MVCTC - Signature	Date
Counselor Printed Name	Counselor Signature	Date
Administrator Name	Administrator Signature	Date