

ADMINISTRATIVE PROCEDURE

No. P-2413

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COURSE EQUIVALENCY PROCEDURES

Equivalency Credit (RCW 28A.230.100, WAC 392-410, WAC 180-51)

Equivalency Credit, or “cross-crediting”, refers to interdisciplinary graduation credit, determined either by course or subject. These are credits earned in Career and Technical Education, including SEA-Tech Skills Center courses which fulfill Common Core Standards, and/or competencies or state academic standards in general. The intent of this interdisciplinary approach is to meet student needs with an appropriate broad-based curriculum while fulfilling graduation requirements. The procedure for establishing Equivalency Credit is as follows:

1. The building administrator or program instructor shall complete Form 2413-CTE Course Proposal for Equivalency-January 1, along with supporting documentation, for a course to qualify for equivalency credit and submitted to the building principal.
2. The supporting documentation will include, but may not be limited to, the following:
 - Course Curriculum Frameworks;
 - Course Descriptions;
 - Sample Assessments; and
 - Student Work Samples (if it is a new course, samples may not be available)
3. An Equivalency Credit Review Committee shall convene prior to the end of the first semester to review the application packet and make a recommendation regarding the proposed equivalency credit request for the following school year. Minutes of the meeting shall be recorded and kept in the Teaching and Learning office.
4. Membership of this committee should include teacher(s) representative of the respective curricular areas, CTE Director, building administrators(s), and district level administrator(s) or designee. The chair of the committee will be selected by the Executive Director of Teaching and Learning.
5. The committee shall certify that the course has demonstrated alignment with state academic standards within the course for which the equivalency is sought. An equivalent level of student proficiency in the above stated standards must be demonstrated.
6. The committee shall submit their recommendations to the Executive Director of Teaching and Learning. The committee shall determine whether the course either:
 - Meets Standard for Equivalency
 - Does Not Meet Standard for Equivalency.
7. If the committee determines the course does not meet the standard for equivalency, the requesting staff member may appeal the decision to the Executive Director of Teaching and Learning and address the concerns of the committee.

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8. Final approval for Equivalency Credit lies solely with the Executive Director of Teaching and Learning.
9. Course equivalencies shall be reviewed every five years following the process listed above, or upon the request of the Executive Director of Teaching and Learning.

Credit granted for Occupational Education: Occupational education credit may be granted for courses approved under the state guideline for Career and Technical Education (CTE). Courses which are not state approved under Career and Technical Education may seek occupational credit by following the process identified below:

1. The building administrator or program instructor shall complete Form 2413-Occupational Education Course Proposal for Equivalency Credit.
2. The department chair of the curriculum which is seeking equivalency shall prepare the application and submit to building principal.
3. Requests shall be reviewed by the Equivalency Credit Review Committee.
4. The criteria for approval shall be based on the four outcomes of an exploratory CTE course. They are:
 - Demonstrate the application of essential academic learning standards and requirements in the context of preparing for living, learning and work.
 - Demonstrate occupational specific skills.
 - Demonstrate knowledge of career options within a chosen pathway.
 - Demonstrate 21st Century Skills.
5. The Equivalency Credit Review Committee recommendation shall be submitted to the Executive Director of Teaching and Learning.
6. If the committee determines the course does not meet the standard for equivalency, the instructor may appeal to the Executive Director of Teaching and Learning.
7. Final approval for Equivalency Credit lies solely with the Executive Director of Teaching and Learning.
8. Course equivalencies shall be reviewed every five years following the process listed above, per OSPI guidelines, or upon the request of the Executive Director of Teaching and Learning.

Revised: April 2018