

Provo City School District
Policy Series 4000: Curriculum, Instruction, Assessment



Policy No. 4425

Credits and Transcripts

Credits

Credits are granted in .25 increments to secondary students who earn passing grades in approved courses in district high schools. Credits are earned in specific subject areas, and are also totaled toward overall graduation credit requirements. As noted in Policy and Procedure 4420, individual subject areas vary in the number of courses and credit values related to specific graduation requirements.

Students may earn credit by any of the following methods:

1. Successful completion of secondary school courses (grades 9-12). (See also Policy/Procedure 4410 for guidance on high school level courses taken in middle school.)
2. Successful completion of concurrent enrollment classes consistent with Utah Code Ann., §53A-17a-120, et seq.
3. Successful completion of correspondence or electronic course work offered by an accredited education institution.
4. Other methods as developed by the district Teaching and Learning department and approved by the Provo City School District Board of Education.

Additional Information re Credit Earning

Credits earned through a concurrent enrollment agreement with an institution of higher learning will be posted to the student's public school transcript according to the following general formula: 3 or 4 college semester credits = 1 high school credit. (Some variations may occur from time to time based on differing specific ratios.)

Upon completion of the 10th grade school year students may begin to earn up to a maximum of four (4) credits through Work-based Learning programs. Credit may be earned through enrollment in "Workplace Skills" in combination with school sponsored internships or apprenticeships or through general work experience. A maximum of 2.0 credits of the 4 total may come from general work experience. See also Policy/Procedure 4410.

The school may grant a one-time maximum of 0.5 credit for two full seasons of participation on a high school athletic team. The school does not grant credit for participation in activities or events outside the school program. No permission in state statute is granted for credit to be received for activities other than athletics.

Students who successfully complete Utah National Guard summer camp training may be granted one (1) credit in physical education and two (2) elective credits.

Driver Education is offered outside the school day. Students who enroll in and complete the Provo City School District Driver Education program may earn a .25 credit that will be noted on the transcript as an elective P (Pass) grade.

Upon school and parent approval students may enroll in non-credit bearing classes. These classes will be noted on the student's transcripts by the following titles.

1. "Parent Release" release for religious education or other legally-defined reason.
2. "Teacher Aide" for a student to assist a teacher in a class with students.
3. "Study Hall" for students requesting additional time to complete homework for other courses.

Please see Policy/Procedure 4410 P1 for information on transfer credits and exchange students.

Transcripts

All credits earned or attempted through any of the options listed in the previous section "Credits" will be posted to an official student transcript of credits. The transcript will include the title of the course and grades and credits earned. Courses for which a Fail grade was earned will also be posted to the student transcript even though no credit is granted for an F. Please also see Policies and Procedures 4410 and 4420.

A student's high school transcript represents a legal document, issued by the district as an official statement of the student's academic progress throughout high school. A copy of the student's updated transcript will be issued each June to students who complete the year at a Provo City School District high school. After high school, official copies of this important document can be requested (for a nominal cost) as students apply to colleges/universities/trade schools, work, the military, etc.

As an official, legal document, the district and other institutions take very seriously cases of tampering with any aspect of the transcripts. The district reserves the right to pursue appropriate consequences, including law enforcement referral, for any unauthorized person who changes or attempts to change a transcript.

Once a grade has been saved to the transcript (usually soon after the completion of a semester), the student's teacher, working with the school principal and other officials may be allowed to adjust a grade on the transcript. (See Policy/Procedure 4420 for information on grade changes.) There should be no expectation that any person (teacher, counselor, registrar, principal, district-level administrator) will simply arbitrarily change grades on a transcript.

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