

Lakeville Area Public Schools - Credit by Assessment Application

Students can receive credit for any course offered by the district in any subject area if the student is able to demonstrate the outcomes for the course. If the student completes the assessment process in a satisfactory manner, the student's transcript will show the credit earned and a course grade of A, A-, B+ or B. Depending on the course, students may earn a semester credit, a full year credit, or in the case of a full-year course, a student could be given credit for just one of the semesters.

Student Name: _____ Grade: _____

Course Name: _____ Parent Signature: _____

Credit by Assessment Procedure:

- 1) Student requests application from dean's office (or downloads from website), obtains parent signature and meets with dean
- 2) Student meets with the department chair to obtain materials and establish assessment plan
- 3) Student brings this form with assessment plan back to the dean's office to be copied and filed
- 4) Student independently studies and/or completes materials needed for assessment
- 5) Assessment is completed or materials presented for evaluation
- 6) Credit is awarded if assessment results in a grade of B or higher (83%)
- 7) A letter grade is awarded (not pass/fail)

Notes:

- 1) Resources are provided. Tutoring, instruction or remediation is not provided.
- 2) Assessment procedures may include paper and pencil tests, portfolios, demonstration of skills, and production of materials or other such methods as agreed upon by the department chair or designated instructor and the student.
- 3) Students may not complete credit by assessment for any course in which they have received a passing grade
- 4) Upon completion of credit by assessment student has three choices:
 - Credit by Assessment grade for high school credit is placed on transcript (in accordance with State of Minnesota Statute)
 - Student may choose to take the course and have the grade earned in the class placed on the transcript
 - Student may reattempt the credit by assessment process with a plan in place for relearning
- 5) Credit by assessment is offered January, May, and August and needs to be completed prior to the start of a semester.

Dean Signature: _____ Date: _____

Department Chair Name: _____ Room: _____

Student has received the following materials (include book name/number, if provided, as well as online resource information):

Assessment Date: _____ Time: _____ Room: _____

Assessment Grade S1: _____ Assessment Grade S2: _____