INSTRUCTION

Locally Awarded Verified Units of Credit

A verified unit of credit is granted after successful completion of a course (standard unit of credit) and achievement of a passing score on the corresponding End of Course (EOC) Standards of Learning (SOL) test. Students must earn verified credits as prescribed by the Virginia Board of Education Standards of Accreditation according to the year the student entered ninth grade for the first time.

The Virginia Board of Education has established guidelines to allow local School Boards to award verified units of credit to students according to the year the student entered ninth grade for the first time. School Division staff shall adhere to the student eligibility and local review process as stated in this regulation.

I. Student Eligibility for Students Entering the Ninth Grade for the First Time Prior to the 2018-19 Academic Year Pursuing the Standard Diploma

To be eligible to earn up to three locally awarded verified units of credit in any subject area, a student must meet the following eligibility requirements:

A. Pass the high school course and score within a 375 – 399 scale score range on any administration of the corresponding SOL test after taking the test at least twice.

B. Demonstrate achievement in the academic content area through:

1. Earning a C or better in the course; or

2. Earning a D or D+ in the course with attendance data reflecting 10 or fewer unexcused absences in the course; or

3. Providing other proof of achievement as deemed appropriate by the review panel.

II. Student Eligibility for Students Entering the Ninth Grade for the First Time in the 2018-19 Academic Year and Beyond Pursuing the Advanced Studies or Standard Diploma

To be eligible to earn one locally awarded verified unit of credit in any subject area, a student must meet the following eligibility requirements:
A. Pass the high school course and score within a 375 – 399 scale score range on any administration of the corresponding SOL test after taking the test at least twice.

B. Demonstrate achievement in the academic content area through:

1. Earning a C or better in the course; or

2. Earning a D or D+ in the course with attendance data reflecting 10 or fewer unexcused absences in the course; or

3. Providing other proof of achievement as deemed appropriate by the review panel.

III. Student Eligibility for Students with an Individualized Education Program (IEP) or 504 Plan

A. Expanded use of Locally Awarded Verified Units of Credit

1. Students with an IEP or 504 plan, pursuing a Standard Diploma with Credit Accommodations, may be eligible to earn all required verified units of credit through the local award process.

2. Students with an IEP or 504 plan, pursuing a Standard Diploma with Credit Accommodations, must meet the following eligibility requirements to earn locally awarded verified units of credit.

   a. Pass the high school course and score within a 375 – 399 scale score range on any administration of the corresponding SOL test after taking the test at least twice.

   b. Demonstrate achievement in the academic content through:

      i. Earning a C or better in the course; or

      ii. Earning a D or D+ in the course with attendance data reflecting 10 or fewer unexcused absences in the course; or

      iii. Providing other proof of achievement as deemed appropriate by the review panel.
B. Special Permission Credit Accommodation

1. Students with an IEP or 504 plan, pursuing a Standard Diploma with Credit Accommodations, may be eligible to earn all required verified credits through the Special Permission Credit Accommodation.

2. Students with an IEP or 504 plan, pursuing a Standard Diploma with Credit Accommodations, must meet the following eligibility requirements to earn locally awarded verified units of credit through a Special Permission Credit Accommodation:
   
   a. Pass the high school course based on a non-modified curriculum;
   
   b. Score below 375 on the SOL test;
   
   c. Have a documented disability that presents a unique or significant challenge to the degree that the student is unable to demonstrate knowledge of the course content on the SOL test using available accommodations; and
   
   d. Demonstrate achievement in the academic content through an appeal process administered at the local level.

3. The decision to consider a Special Permission Credit Accommodation should be made through the IEP and/or 504 review process.

IV. Local Review Process

A. Review Panels

1. Review panels shall be composed of three educators: the assistant principal who supervises the content area, the content area department chairperson or teacher, and the director of school counseling or his/her designee.

2. Staff members may not review the cases of students with whom they directly work or teach. In such a case, other teachers in those specific areas may be designated to review the case.

3. Review panels will convene throughout the school year as needed.
B. Review Procedures

1. Students who meet the eligibility requirements for locally awarded verified unit of credit will be notified, and the Record of Locally Awarded Verified Units of Credit form (attachment) will be completed. This form will serve as documentation of the local review process and must be maintained in the Student Educational Record.

2. The attachment shall be submitted to the principal or his/her designee for each eligible student. The principal or designee shall provide these forms to the review panel at the time of the meeting.

3. The review panel will make decisions on a case-by-case basis in the case of transfer students who earned a D or D+ in the course and for whom no attendance data is available.

4. The review panel’s decision shall be based on a majority vote. The decision shall be noted on the Record of Locally Awarded Verified Units of Credit form (attachment) and submitted to the principal or his/her designee. Parents shall receive written notification of the decision and notification of their right to appeal academic decisions as per Policy 731, “Appeal of Student Matters.”

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
Prince William County Public Schools  
Record of Locally Awarded Verified Units of Credit  

In accordance with PWCS Regulation 662-4C, students pursuing the Standard Diploma who enter the ninth grade prior to 2018, who do not pass SOL tests, may receive up to three locally awarded verified units of credit and students pursuing either the Standard or Advanced Studies Diploma who enter the ninth grade in 2018-19 and beyond may earn one locally awarded verified credit. To be eligible for a locally awarded verified unit of credit, a committee shall convene, as outlined in PWCS Regulation 662-4C, to review the request to ensure the following conditions exist:

- Student is pursuing a Standard Diploma (ninth grade prior to 2018-19) or the Advanced Studies Diploma or Standard Diploma (ninth grade, 2018-19 and beyond);
- Student has passed the course under review or has provided other proof of achievement as deemed appropriate by the review panel;
- Student has failed the designated SOL test at least twice;
- Student has earned at least one score between 375-399 on the designated SOL;
- Student has been approved for credit accommodations, if earning more than three locally awarded verified units of credit;
- Student and parent/guardian confirm with the school counselor a desire to earn a locally awarded verified unit of credit; and
- The results of the committee’s review shall be communicated to the parent/guardian and entered into the Student Management System.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
<th>Current Grade Level:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Under Review:</td>
<td>Counselor Name:</td>
<td>School:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Information from Student Record</th>
<th>Requirement Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student seeking Standard Diploma (applies to those who enter ninth grade prior to 2018 only).</td>
<td></td>
<td>____Yes   ___No</td>
</tr>
<tr>
<td>Student has passed the course under review or has provided other proof of achievement as deemed appropriate by the review panel.</td>
<td>Course Grade:</td>
<td>____Yes   ___No</td>
</tr>
<tr>
<td>Student has failed associated SOL test twice.</td>
<td>Initial Score:___________ Retake Score:__________</td>
<td>____Yes   ___No</td>
</tr>
<tr>
<td>Student has earned at least one score within the range of 375-399 on the associated SOL test.</td>
<td></td>
<td>____Yes   ___No</td>
</tr>
<tr>
<td>Student and parent/guardian have confirmed desire to earn a locally awarded verified unit of credit.</td>
<td></td>
<td>____Yes   ___No</td>
</tr>
<tr>
<td>Locally Awarded Verified Unit of Credit Awarded?</td>
<td>____Yes   ____No</td>
<td></td>
</tr>
</tbody>
</table>

Committee Member Signatures and Titles

---

c: Student Education Record