



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Criteria for Granting Instructional Credit in Secondary Schools

**NUMBER:** BUL-1100

**ISSUER:** Merle Price, Deputy Superintendent  
Instructional Services

**DATE:** June 28, 2004

## ROUTING

Local District Superintendent  
Local District Director of  
Instruction  
Secondary School Principal  
Assistant Principal, SCS  
Secondary School Counselor  
College Counselor  
Secondary School Administrative  
Assistant  
Credit Clerk

**POLICY:** In order to grant credit for appropriate learning experiences and special programs, schools need clear, concise, and complete information regarding issuing credit as referenced in the California Education Code and as directed by our Board of Education.

**MAJOR CHANGES:** This Bulletin revises and replaces Bulletin No. 31, of the same title, issued May 18, 1990, by the Office of the Associate Superintendent, Instruction. It includes a revision of Bulletin No. 26, titled Granting Credit for Learning Experiences Other Than Study Provided in Regular Accredited School Programs, dated December 20, 1985, issued by Student Guidance Services Division. It also includes a revision of Bulletin No. 20, titled Procedures for Granting Credit for Special Programs, dated July 1, 1996, issued by the Office of the Superintendent, Division of Instruction. The content reflects current District policy, aligns procedures with policy, and identifies Secondary SIS procedures.

**GUIDELINES:** The following guidelines apply:

Credit is given only for verifiable instructional time, not for the implicit educational value of a learning experience, travel, or camp.

### I. STANDARDS FOR INSTRUCTIONAL CREDIT IN REGULAR ACCREDITED SCHOOL PROGRAMS

#### A. Definition of Instructional Credit

Earning five instructional credits requires the equivalent of five 40- to 60-minute periods of class time a week normally for one semester, or 60 hours a semester. A semester course that meets for one period five days a week or 60 hours provides five (5) credits when satisfactorily completed; an annual course of 120 hours provides ten (10) credits.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Course credit may be awarded only for courses approved by the Office of Instruction. Courses must follow the course description and meet the content standards as described in the Guidelines for Instruction: Course Description with reasonable accommodations for students with special needs.

### B. Credit for Courses Taken More Than Once

Only certain courses designated in the Guidelines for Instruction: Course Description and identified in the Secondary SIS system may be repeated for credit. In certain circumstances there is a limit to the number of times a course may be repeated for credit. Please see Bulletin 307, Graduation Requirements.

The Counselor should advise the student as to the way a college or university would accept a repeated course for admission purposes and in the calculation of the college admission GPA.

### C. Maximum Credits

Generally, a student should not be enrolled in more than six classes (equal to 30 credits) a semester. Some students are capable of participating in additional educational opportunities beyond the usual number of allotted classes. If a student requests more than six classes, the student must have the ability, educational goals, and commitment that will enable him or her to be successful in an extended program. The principal or designee must give prior approval to enrollment beyond 30 credits based on the needs and capabilities of the student and the nature of the program.

### D. Transferability of Credit

Any other school in the District to which a student transfers must accept instructional credit granted by any school in Los Angeles Unified School District at full value. However, credit may not be granted for the same course twice, unless so indicated in the Guidelines for Instruction: Course Description.

## II. CREDITS GRANTED FOR COURSES OUTSIDE THE REGULAR ACCREDITED PROGRAM

Schools are encouraged to publicize widely the requirements that credit may be granted for courses taken outside the home school only when arrangements have been made with the home school prior to enrollment. Sufficient publicity



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

and appropriate counseling should prevent problems from occurring when students request credit for their educational experiences after taking courses rather than prior to enrollment.

### A. Credit from Community Adult School

Work taken in LAUSD adult schools may be accepted toward meeting diploma requirements of the regular high school provided the course meets the California state content standards and the high school course description. The day school principal, or designee, must approve the course in advance of registration for the course. Arrangements for such credit must also have the approval of the adult school principal in which the student plans to take the course. See Bulletin M 4, Equivalent Academic Courses in Adult School for Senior High School Diploma Credit, and Bulletin M 5, Adult School Academic Course Options for concurrently Enrolled Students, both issued by the Office of the Deputy Superintendent of Instruction and dated May 21, 2001.

### B. Credit from Community College, College, or University

Work taken in college programs may be accepted toward meeting graduation requirements for high school provided the course meets the California state content standards and the high school course description. The day school principal, or designee, must approve the course in advance of registration for the course. See Bulletin BUL 1040.1, Concurrent Enrollment in Community College.

In the event permission has been granted to have college work count toward high school graduation, a transcript of courses taken and completed in the college and credits allowed must be provided by the college to the high school that is to grant the diploma.

When counseling high school students and their parents about taking college courses for high school credit to meet graduation requirements, Counselors shall remind students to inquire at the admissions office of their prospective college(s) about the way these courses will be treated once the student enrolls in college.

### C. Credit for Special Programs

From time to time, schools are asked to grant credits to students for their completion of courses in special programs approved by the Division of Instructional Services, High School Programs Office. Most often these programs are summer programs, but they may be offered during the regular



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

school year.

To date, the following special programs have been approved for credit:

- Upward Bound
- Med-COR at USC
- Youth and Government Program at the West Valley YMCA

Schools are required to refer all other individuals or outside organizations requesting credit for other programs to the Division of Instruction. Schools may not grant credit for special programs without the written authorization from the Division of Instruction, High School Programs Office.

Sponsors of approved programs will obtain prior approval from each student's school counselor as to the course to be taken in the program. Upon completion of the course within the program, the sponsor will forward class rosters to the Division of Instruction, Office of High School Programs. The class roster shall be listed by high school of attendance giving each student's name, birth date, grade level, course completed, mark earned, credits earned, teacher's name and credential.

The Division of Instruction, Office of High School Programs, will send correspondence to each high school authorizing credits to students who have successfully completed the approved pre-authorized course from the special program. Information for entering the course and credits into the electronic transcript will be provided at that time.

### D. Credit for Foreign Language Instruction

Foreign language credit for private instruction may be granted in conformance with the California Education Code, Sections 51243 and 51244. The Bulletin titled "Procedures for Granting Foreign Language Credit and Achievement Marks" provides the requirements for granting foreign language credit and achievement marks to students who have received instruction in foreign language. The bulletin includes:

- Procedures for granting credit for private school study other than regular day or boarding schools,
- Procedures for granting credit for individual instruction,
- Procedures for granting credit for proficiency in a foreign language without formal instruction, and
- Information for counselors.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

### E. Credit for Independent Study

A course may be offered as school based independent study as part of a regular school class under the direct supervision of the classroom teacher or as a separate course under the general supervision of a certificated teacher qualified in the subject to be studied.

The LAUSD Independent Study Program is offered under the supervision of City of Angels School. For further information refer to Bulletin No. M-128, "Guidelines for Independent Study Programs" dated May 31, 2001.

Independent study shall be consistent with applicable sections of Guidelines for Instruction: Course Descriptions and the content standards or skills continuums established for specific subject areas and shall be similar in content to the District courses of study. Independent study in summer school is limited to courses that are permitted under the Policies and Procedures for Summer School or Intersession, Extended School Year, which is issued annually by the Beyond the Bell Branch.

Through independent study a student may earn a maximum of 75 credits toward a diploma from a District high school. Prior approval from the Office of Secondary Instruction is required if a student wants to earn more than 75 credits through independent study. Independent study credits may also be transferred to a community adult school where a student can earn a diploma. Contract providers of independent study are not authorized to issue diplomas.

No independent study credit shall be granted for private lessons or instruction for which the student, parent, or guardian pays a fee.

### F. Correspondence School Credit

Correspondence school courses at the middle and senior high school levels are acceptable for credit provided the work is done through the University of California Extension high school correspondence program or other university or college in California accredited for teacher training. (California Education Code, Section 51740.)

A maximum of 40 credits of approved correspondence course work may be applied toward the senior high diploma. (California Administrative Code, Title V, Section 1633.)

Correspondence courses available to middle and senior high school students are arranged in cooperation with the school. If a student plans to enroll in a



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

correspondence course for credit, he or she must first secure permission from the school principal, or designee, who agrees to provide the necessary supervision.

When the school permits a student to enroll in a correspondence course offered through the approved university program, the school assumes the responsibility for proctoring, remitting completed examination papers, and granting credit upon successful completion of the course.

The school's responsibility for providing information on courses by correspondence should be restricted to students who qualify under the following conditions:

- Whenever it is not possible or practical for the pupil to attend a regular class or school.
- Whenever it is not practical for the school to schedule a class that should be a part of the student's course of study.

### III. EVALUATION OF CREDITS FROM SCHOOLS OUTSIDE THE DISTRICT

The Assistant Principal, Secondary Counseling Services, is responsible for interpreting and evaluating the subjects, credits, marks, test scores, and other items as they appear on the transcript and for instructing the credit clerk as to the data that is to be recorded on the cumulative record card and the electronic transcript.

Since there is a lack of standardization in the marking systems of schools throughout the country, the Los Angeles Unified School District has developed the following criteria for evaluating and interpreting pupil records received from outside the District and credits earned under special circumstances.

#### A. Interpreting Credits and Marks

The counselor shall accept credits and marks from public schools in California at their face value if they correspond closely to credits and marks earned for similar subjects in the Los Angeles Unified School District. The following explanations will help the counselor interpret credits and marks from public schools outside of California.

The Carnegie Unit One (1) Carnegie Unit represents one full year course and is equivalent to 10 semester credits. One half a Carnegie Unit represents one semester's work in a subject and is equivalent to 5 semester



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

credits.

Conversion from Trimester System One Carnegie Unit = 3 quarter courses = 10 semester credits (1 quarter = 3 1/3 credits). The Assistant Principal SCS, or designee, must carefully review the course description and California content standards covered when awarding credit to ensure the course is similar to the LAUSD course.

Numerical Marking Systems Marking systems vary from school to school. Before the counselor can interpret numerical subject marks, it is necessary to know the passing mark established and accepted by the sending school. Most transcripts provide this information. However, if it is not provided, the credit clerk must contact the sending school to request this particular information.

If it is impossible to obtain grade equivalents to a numerical mark, the credit clerk may record the marks as received with the amount of credit indicated. These marks would not be included in computing a grade point average. Universities are familiar with this problem and can evaluate such a transcript.

If the passing mark is established, the counselor may use one of the following scales as a means of interpreting the system. For example, if the school's passing mark is 65, the scale of letter equivalents for subject marks should be established as shown below with a score from 90-100 being an "A," etc.

### SCALES FOR EVALUATING MARKS

Lowest Passing Mark	A	B	C	D
75	100-93	92-83	82-78	77-75
70	100-91	90-80	79-73	72-70
65	100-90	89-77	76-69	68-65
60	100-88	87-74	73-64	63-60
50	100-84	83-68	67-57	56-50

Credit for Health A Health course taken in another school district for fewer than five credits may meet the District requirement if the content of the course is judged to have met the State of California course content



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

standards. The state requires instruction in first aid, including CPR; instruction in the harmful effects of narcotics, dangerous drugs, alcohol, and tobacco; and instruction in infectious diseases.

Credit for Physical Education Sometimes a pupil transfers from a school which does not give credit for physical education classes taken at the school. In a case such as this, credit may be granted for this subject toward the District graduation requirements in PE as long as the course meets the LAUSD course description and content standards and meets the required number of hours of instruction.

Credit for Religious Instruction No credit is allowed or granted for courses which provide instruction in religious principles or aid to any religious sect, church, creed, or sectarian purpose. (California Education Code, Section 51511)

### B. Credit from an Accredited School

In schools where there may be requests for credit for work completed in accredited private summer schools, pupils and parents must be informed that credit may not be granted for such work without arrangements having been made with the home school prior to the summer/intersession school enrollment.

Subject marks and credits are accepted at face value and recorded on the cumulative record and on the electronic transcript from a WASC, or regional accrediting association, accredited school as long as the following conditions are met:

- The course description is similar to the LAUSD course description,
- The course meets the California state content standards, and
- The course meets the minimum instructional hours as defined by Board policy and California Administrative Code regulations.

Refer to the most recent revision of the Guidelines for Instruction: Course Description.

Credit granted for summer school classes must be equivalent to credit for the same amount and kind of work taken during the regular term. Instructional time is a five-semester period course in a summer session should approximate that of a parallel course offered during the regular term. The minimum amount of instructional time for which a full semester of credit may be granted is 60 clock hours. (California Administrative



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Code, Title 5, Education, Section 1600)

It is possible to grant more than ten semester credits when the private summer school does so because of a full-day schedule or a summer session of sufficient length.

If the name of the school does not appear in the Western Association of Schools and Colleges (WASC) Directory or if there is doubt as to the status of the school, the counselor should seek assistance from the Office of Instruction, High School Programs Office.

### C. Credit from a Non-accredited School

The principal shall accept and/or grant credit for courses taken in non-accredited schools as follows:

- Approval must have been secured in advance of enrollment if credit is to be considered for attendance at part-time non-accredited schools.
- In grades six through twelve, courses taken must be similar in content to courses offered in LAUSD schools, follow the course description as outlined in the Guidelines for Instruction: Course Description and must meet the California state content standards.
- The in-class instructional time must be equivalent to 60 hours for five credits.
- The course syllabi must identify appropriate instructional strategies, not on-line instruction.
- Counselors have the responsibility for reviewing transcripts and course documentation and recommending to the APSCS whether credit is to be granted for courses taken in non-accredited schools.

When a student enrolls from a non-accredited school, the counselor should review with the student and parent or guardian the transcripts/specific courses taken to determine that students are appropriately placed in courses that reflect achievement in previous instruction and to insure that State and District requirements are met.

Counselors should remind students who have attended non-accredited schools to submit transcript(s) from the non-accredited schools in addition



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

to LAUSD school transcripts when applying for admission to colleges and universities.

In grades six, seven and eight, course work, credit, and marks may be accepted at the level indicated by a transcript from an established school that maintains acceptable standards. The course must be listed in the most recent revision of the Guidelines for Instruction: Course Description.

Generally, in grades nine through twelve, courses that are similar in content and address the same State content standards as those listed in the most recent revision of the Guidelines for Instruction: Course Description will receive credit only. Specific course titles and marks are not to be entered on the cumulative record or the electronic transcript. In SIS, use the appropriate department generic number ending in “100” to identify the course, enter “P” for pass, enter the number of credits and enter the name and city of the school. Do not use “CR” for credit. The following District course numbers are to be used:

ART	200100	MUSIC	320100
BUSINESS	210100	PHYSICAL ED	330100
COMPUTER SCI	180100	BIO SCIENCE	360700
ENGLISH	230100	PHYS SCIENCE	361300
FOREIGN LANG	250100	SOCIAL SCI	370100
MATHEMATICS	310100	THEATER ARTS	380100

Marks may be accepted and recorded with the specific course title through one of the following procedures:

- Verification of the marks earned at the previous non-accredited school by an examination prepared and administered by the local school. For example, when the student successfully passes the final at the local school for Biology AB, the course title and marks from the non-accredited school may be recorded on the cumulative record and the electronic transcript.
- Successful completion of an advanced course in the same subject field. For example, when a student successfully completes Algebra 2AB at the home or local school, then his or her Algebra 1AB marks from the non-accredited school may be recorded.
- An Advanced Placement course taken at a non-accredited school may be recorded along with the marks if the AP Exam was taken and passed



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

with a score of 3, 4, or 5.

#### IV. CREDIT FOR INSTRUCTION BY A PRIVATE TUTOR OR PRIVATE INSTRUCTION

- A. Instruction by a private tutor is generally used to supplement instruction in the regular classroom as a means of strengthening student competencies. Credits are not earned in such tutoring situations.
- B. A principal may grant credit for a course given by a private teacher or for tutorial instruction if the following requirements have been met:
- The student or parent must have made arrangements in advance with the school that is to grant the credit.
  - The instructor must hold a valid California teaching credential authorizing subjects and grade being taught.
  - Instruction must be in a course listed in the Guidelines for Instruction: Course Description, following the course description and meeting the California State content standards.
  - The minimum amount of instruction time for which 5 semester credits may be granted is 60 clock hours.
  - The student shall demonstrate by examination given under the direction and supervision of the school that he or she has made satisfactory progress in learning and mastery of content standards. (California Administrative Code, Title V, Section 1631.)
  - Tutorial course credit may not be granted if similar courses are offered concurrently in the regular school.
  - Credit for tutorial instruction may not be used for the purpose of accelerating to meet graduation requirements.
- C. In making decisions concerning tutorial instruction, the principal should refer to Board Rule 1272, Private Instruction, which states:
- "No teacher shall give private instruction for compensation on any school premises."



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- "No teacher shall give private instruction for compensation in any place:"
  - (1) "during the school year to students who attend the elementary or secondary school, to which such teacher is assigned."
  - (2) "during the vacation period to any student who was a member of said teacher's class during the previous semester."
- D. For students who are exempt from school attendance, see California Education Code, Sections 48220 to 48225 and Division of Educational Support Services, Bulletin No. 70, July 18, 1977, "Exemption from Public School Attendance Due to Instruction by Tutor."
  - The parent or student must present the "Request for Exemption of Pupil Because of Instruction by Tutor," Form 32.123, which includes the verification by LAUSD of the tutor's teaching credentials. A copy of this form, as well as previous semester's tutor reports, should be filed in the student's cumulative record. Form 32.123 is available from PSA.
  - The parent or student must present the "Private Tutor" report, Form 32.124, for each subject in which the pupil was tutored at the time reenrollment is requested. Form 32.124 is available from PSA.
  - The receiving principal makes the evaluation of the tutor report(s) for credit earned through instruction by a tutor. Marks are not recorded unless procedures are followed as stated in the previous section "Credit from a non-accredited school".
  - The course content must be comparable to the LAUSD course described in the Guidelines for Instruction: Course Description and must meet the content standards.
  - Completion of sixty hours of instruction is the minimum requirement for five semester credits.
  - The Principal may require the course examinations in order to determine satisfactory progress in learning.
  - The receiving school principal determines the grade placement of the student.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

### V. CREDITS FROM FOREIGN SCHOOLS

- A. If the foreign transcript shows that the subject was studied at the senior high school level and represented a comparable amount of time and effort, credit should be given. Refer to the Bulletin "Evaluating Foreign Transcripts".
- B. When it is determined that because of events over which the students has no control and there is no possibility of obtaining a transcript, a reconstruction of the student's previous academic experiences will be necessary. Contact the Office of High School Programs for assistance.

### VI. CREDITS FOR ONLINE COURSES

- A. LAUSD abides by the California Education Code, Section 51705 in establishing and approving online courses, monitoring student participation in online courses, supervising teachers of online courses, and developing and implementing policies addressing specified factors for online courses.
- B. LAUSD only awards credit to those courses developed by the Los Angeles Virtual Academy (LAVA) in conjunction with the appropriate instructional unit or to those courses approved by LAVA as aligning with the LAUSD course description, meeting content standards, providing an appropriately credentialed online teacher and on-site teacher.
- C. Schools may not independently enter into contracts with providers of online courses.

### VII. CREDIT FOR HOME SCHOOL

Parents of students who have been homeschooled and then enroll in an LAUSD high school shall be informed that the courses previously completed through homeschooling will be evaluated based on the following factors:

- The course aligns to the LAUSD course description,
- The course meets the content standards,
- Direct instructional time is sixty hours for five credits, and
- A course syllabus outlines instructional units similar to the LAUSD course and identifies appropriate instructional strategies.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

In grades nine through twelve, credits only, not marks are recorded for subjects taken. Marks may be accepted and recorded for courses taken through one of the procedures identified for non-accredited schools.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District Board of Education that is in alignment with the California Education Code.

**RELATED RESOURCES:** Refer to the following resources:

- [Guidelines for Instruction: Course Description](#)
- Bulletin M-4 and M-5 for information about Adult School Courses
- Bulletin 1040.1 for information about Community College Courses
- Bulletin 59 for information about granting foreign language credit
- Bulletin M-128 for information about independent study programs

**ASSISTANCE:** For assistance or further information please contact J. Lloyd “Bud” Jacobs, Director of High School Programs, at 213-241-6895.