

Equivalency Credit for Career and Technical Education Courses Procedure

The district will establish a team appointed by the superintendent to review and adopt core academic course equivalencies for high school Career and Technical Education (CTE) courses.

The District Equivalency Committee

This committee will be responsible for evaluating and making decisions regarding course equivalencies for Career and Technical Education courses and will be comprised of:

- District Teaching and Learning representative
- Principal or Assistant Principal
- CTE Director
- High School counselor
- Instructor from appropriate core academic area
- CTE instructor as appropriate for adopted course

The Equivalency Committee will annually review and publish a list of approved course equivalencies that may be used to satisfy school district graduation requirements. This list will be published and made available to the high school for inclusion in the course catalogue each year, and will be developed in accordance with the following guidelines:

1. Updates to the published equivalency list will be made in accordance with the criteria and procedures outlined below.
2. Deletion of equivalencies from the existing equivalency list will apply only to the following year's freshman students. Students who will be sophomores, juniors and seniors that following year will be allowed to use the previously published equivalencies.
3. Additions of course equivalencies from the equivalency list will apply to all students for the following school year.

Procedures and Timeline for Submitting an initial Course Equivalency Request

1. Teacher(s) will submit the appropriate completed Equivalency Request Form from OSPI Equivalency Toolkit along with their course Curriculum Framework, sample assessments, and other supporting documents to their building principal for signature and comments.
2. The building principal will submit the requests and required materials to the Equivalency Committee in either the fall or spring according to specified deadlines.
3. Teachers should submit their requests and required materials to their building principals at least one week prior to the committee meetings to allow time for review prior to submission to the District Equivalency Team.

Procedures and Timeline for Evaluating Requests and Determining Course Equivalencies

1. The Equivalency Committee will convene during the fall and again in the spring to review submitted equivalency requests.
2. For all equivalency requests, the Equivalency Committee will:
 - a. Review the course curriculum framework to determine if required standards for equivalency from the appropriate Equivalency Request Form are evident throughout the course.

- b. Review the course assessments to determine if students are demonstrating the required standards for equivalency from the appropriate Equivalency Request Form.
3. The committee will make one of the following decisions during the Initial Evaluation regarding the equivalency request:
 - a. Meets Standard for Equivalency – the course meets the standards required for equivalency and will be listed as an equivalency in the course guide for the following school year.
 - b. Does Not Meet Standard for Equivalency – the course does not adequately meet the standards required for equivalency. Feedback is given regarding gaps and areas that need to be addressed if an equivalency is to be requested again.

June 23, 2010

Revised: November 26, 2018

University Place School District Equivalency Procedures Flowchart

