

# IMBA Outside Credit Policy

No more than six (6) credits earned outside the regular Morse High School program may be applied to graduation requirements. This six-credit rule does not apply to transfer or home-schooled students. The principal reserves the right to authorize exceptions on a case-by-case basis. All outside programs for credit must be scheduled through guidance and have prior principal approval. Please note that RSU 1 Adult Education classes are considered to be outside the regular Morse program.

## Alternative credit may be earned in the following ways:

- Adult Education
- Accredited online courses
- Post-secondary institutions
- Enrichment opportunities such as Upward Bound and Outward Bound, or through an approved internship program
- Approved tutoring
- Independent Study

No more than two outside credits may be earned in one subject area.

If a student fails a class in the regular Morse High School program, he/she should first attempt to make up the failed course during summer school at Morse High School. Summer school courses are considered to be part of the regular Morse High School program and not an alternate credit through an outside program.

## Adult Education:

The following persons may attend adult education: a. a person who is not yet 17 years of age who has withdrawn from school; b. a person who is 17 years of age or older and who is not attending a public school; c. a secondary school student enrolled in a public day school program, if that student's attendance at an adult education course is designed to supplement the student's regular day school program. In order to receive a full high school credit equivalent students must complete ONE semester of adult education in that subject. Seniors who need required courses for graduation may seek prior permission from the principal to take those classes through adult education in conjunction with their day school courses. Students who are either juniors or seniors, and have permission from parent(s) and the high school principal may be able to make up a failed class through adult education if they have not retaken the class through summer school.

# Post-Secondary Institutions:

Upon the following conditions, alternate credit may also be earned through a post-secondary institution such as Southern Maine Community College (SMCC), University College at Bath/Brunswick (UCBB), or any other accredited post-secondary institution. a. Students cannot enroll in a course which is also offered at Morse without prior approval of the principal. b. Students are responsible for the cost of the class. c. Students may be eligible for tuition reduction or waiver at some institutions. A Guidance counselor may provide information on early college awareness programs

# Independent Study:

All Independent Study credits will be approved in advance by the school principal. Whenever possible, Independent Study credits should be completed under the supervision of a teacher with appropriate certification. In every case, an Independent Study supervisor should be designated by the principal, and the supervisor should understand and agree to assume the responsibilities involved in monitoring and evaluating student progress.

Any Independent Studies conducted outside of the school must be in collaboration with an approved Morse faculty member.

All learning takes both time and effort. No Independent Study program will be planned or completed in less than a school quarter, 45 student days of learning. Whenever possible, a full semester/year should be devoted to study. A student cannot earn more than two independent study credits within high school.

Independent Studies are graded as P (pass) or F (Fail) and count as elective credits ONLY. Independent Studies cannot be used to maintain athletic eligibility. Students cannot use employment hours solely as part of their independent study (they must go through the Co-Op program for that purpose).

# Tutoring for Alternate Credits:

Participating in tutoring is one viable alternative to making up credits failed during the regular school year. To receive academic credit, tutoring must meet the following criteria:

- 1. All tutors must be certified or licensed and previously approved by the principal.
- 2. Tutoring for alternate credits must adhere to the following time allotment: 20 Hours -- one on one..... 1/2 credit 40 Hours -- one on one..... 1 credit 30 Hours -- more than 1 student.....1/2 credit 60 Hours -- more than 1 student.....1 credit

These hours must be spent in direct instructional time with the student. There will be 1½ to 2 hours of study by the student for each hour of direct instruction and a minimum of four weeks is required

to complete any tutorial program. Seniors must complete all tutoring at least three weeks prior to graduation.

3. The curriculum content must be approved by the principal prior to starting the course.
4. A final written report by the tutor must be turned in to the principal before final credit is granted.
5. Responsibility for locating tutors rest with the student and the cost of the tutoring is to be determined by the tutor, except when approved by a 504 or IEP Committee.

Under certain conditions related to health and special education considerations, a 504 or IEP committee can approve tutoring for alternative credits.

Cross Reference: Morse High School Forms

- Independent Study Program
- Early College Form
- Adult Education Form for Morse students

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