



# 6207 A

## Procedures and Limitations: Rigorous Course Waivers

***Regulation 6207 A***

Original Adoption: 06/09/2015

Effective Date: 06/10/2015

Revision Dates:

Review Dates:

### **I. PURPOSE**

The purpose of this regulation is to establish the procedures for requesting and obtaining credit towards graduation, and waiver of required academic standards by substitution of a rigorous course, learning opportunity, employment preparatory program or postsecondary education opportunity.

### **II. GENERAL STATEMENT OF REGULATION**

- A. The District shall maintain a list of all courses, learning opportunities, and employment preparatory programs that have been approved to be rigorous courses for the purpose of waiving an otherwise required standard for graduation credit.
  - 1. A student is not required to submit a full application for approval of a course, learning opportunity or employment preparatory program as a rigorous course waiver or replacement for a required standard course if the proposed course, learning opportunity or employment preparatory program in which the student wishes to enroll has been previously approved by the District to replace the required standard course.
  - 2. The District shall publish any such list to make it available to school counselors, students and parents.
  - 3. Students who enroll in any previously approved course, learning opportunity or employment preparatory program must apply for preliminary waiver credit upon completion of the course, opportunity or program, as below.
- B. A student who satisfactorily completes a postsecondary enrollment options course or program within the terms of the Minnesota State Postsecondary Enrollment Options Act is not required to apply for a rigorous course waiver for other requirements of the standards corresponding to that specific rigorous course of study. Such students must apply for waiver credit upon completion of the course or program, as below.
- C. All other courses, learning opportunities or employment preparatory programs must be approved by the District before the student shall be given a waiver of the required standards or required course for graduation credit.
  - 1. Applications for fall or first semester courses, learning opportunities, or employment preparatory programs must be submitted to the appropriate person by March 1 of the previous spring.
  - 2. Application for spring semester or summer courses, learning opportunities, or employment preparatory programs must be submitted to the appropriate person by November 1 of the previous fall.



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### III. APPLICATION PROCEDURE FOR APPROVAL

- A. All applications to establish a rigorous course waiver must be in writing.
- B. The District shall supply a standardized form for rigorous course waiver applications.
- C. The application must include information from the student indicating:
  1. The name or title of the proposed course, learning opportunity or employment preparatory program, and an official syllabus or program description provided by the sponsoring college, university, business, union or other supplier.
  2. The name of the sponsor or supplier of the course, learning opportunity or employment preparatory program, including complete contact information.
  3. Identification of the required course for graduation that the proposed substituted course, learning opportunity or employment preparatory program would replace.
  4. A statement of why the student would be precluded from participating in or taking the proposed course, learning opportunity or employment preparatory program if the student were required to take the course to be waived.
- D. The application must be signed by the student's parent, and the parent shall specifically consent to the waiver of any academic standards to be waived if the application is approved.
- E. The application shall be submitted to the student's school counselor.
- F. The School Counselor shall submit a copy of the application to the District Lead School Counselor as well as the Director of Secondary Education or designee.
- G. The Director of Secondary Education or designee shall make a written determination of whether or not the submitted application will be approved.
  1. The written determination shall indicate which regularly required standards and/or courses will be waived by successful completion of the proposed course, learning opportunity or program.
  2. The written determination shall be made no later than ten (10) working days after the application has been received by the Teaching and Learning Department.
  3. The Director of Secondary Education or designee shall cause a copy of the written determination to be delivered to the Lead School Counselor, the applicant and the applicant's school counselor.
  4. A negative determination shall include a statement indicating why the proposed course, learning opportunity or employment preparatory program is not approved as a rigorous course to waive the standard course, and shall indicate which of the standards are not adequately met by the proposed course, learning opportunity or employment preparatory program. .
  5. A positive determination shall require the Lead School Counselor to amend the published District list of approved courses, learning opportunities or programs and the course or courses it may waive.



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#### IV. APPLICATION FOR WAIVER CREDIT

- A. **For previously approved courses, opportunities or programs.** A student who desires academic credit towards graduation for participation in a previously approved course, learning opportunity or employment preparatory program or postsecondary enrollment options course or program shall apply in writing for such credit.
1. The application shall include statement of why the student would have been precluded from participating in or taking the course, learning opportunity or employment preparatory program if the student were required to take the required course or achieve the academic standard to be waived through curriculum offered by the school.
  2. The application shall include the written consent of the student's parent to any proposed waiver of academic standard(s) involved in the application.
  3. The student shall supply documentation of successful passage of the rigorous course, learning opportunity or employment preparatory program.
    - a. preferred documentation is an official transcript from the course, opportunity or program sponsor or supplier.
    - b. determination of sufficiency of the documentation shall be made by the student's school counselor.
- B. **For courses, opportunities or programs not previously approved.** A student who desires academic credit towards graduation for participation in a course, learning opportunity or employment preparatory program not previously approved:
1. Must apply for preliminary approval prior to enrollment in the course and must apply for credit after completion of the course, opportunity or program as described above (§ III Application Procedure for Approval).
  2. Upon completion of the course, opportunity or program, the student must apply for academic credit by providing documentation of successful completion.
    - a. preferred documentation is an official transcript from the course, opportunity or program sponsor or supplier.
    - b. determination of sufficiency of the documentation shall be made by the student's school counselor.

#### V. INCLUSION ON TRANSCRIPT

- A. The school counselor shall cause the approved and successfully completed course credit to be entered on the transcript of the applicant student with an indication that the credit was completed at the sponsor or supplier of the replacement course, learning opportunity or employment preparatory program.
- B. The replacement course, learning opportunity or employment preparatory program shall reflect the number of credits approved in the preliminary application for waiver, or the published credit equivalent from the pre-approved list. No partial credits will be granted.



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## VI. GENERALLY APPLICABLE RULES AND DEFINITIONS

- A. “parent” for the purposes of this policy and regulation shall mean the adult person or persons identified in the student’s academic records as the person or persons responsible for and in control of a student, regardless of the student’s age. Unless otherwise determined by a court of law provided to the district, both mothers and fathers shall have equivalent rights and responsibilities under this policy and regulation. If more than one person is identified by student records as the person responsible for and in control of a student either one, both or all may execute any notices, applications, or releases required under this policy and regulation to be valid.
- B. “successful completion” of a replacement course, learning opportunity, or employment preparatory program shall mean:
1. For courses in which grades A-F may be earned, a grade of D or above. No courses in which Pass /Fail only may be earned will qualify as an eligible course to waive a course requirement for graduation.
  2. For other learning opportunities, or employment preparatory program the standards for successful completion shall be determined between the district and the sponsor or supplier of the opportunity or employment preparatory program at the time of the original application for approval.
- C. Evidence of successful completion of a course, learning opportunity, or employment preparatory program must be supplied no later than July 1 of the school year in which the credit is to be granted. Failure to supply evidence shall be considered a failure of successful completion.
1. Students applying for credit in their senior year will have the issuance of their diploma delayed until the earliest of
    - a. supply of evidence of successful completion of the replacement course, learning opportunity or employment preparation program, or
    - b. successful completion of the waived rigorous course.
- D. Students seeking a rigorous course waiver for a course offered through the Postsecondary Enrollment Options (PSEO) program are not required to complete other requirements of the academic standards corresponding to that specific course of study if not included in the PSEO course.
- E. Students may only apply for a rigorous course waiver when both course sought to be waived and replacement course, learning opportunity or employment preparation program address the same content area and academic standards in main.

## VII. APPEALS

- A. Students may appeal a denial of an application for a rigorous course waiver with consent of their parent.



- B. Appeals shall be made to the Chief Academic Officer within ten (10) regularly scheduled school days of the receipt of the determination that a waiver is denied.
- C. The Chief Academic Officer shall have ten (10) regularly scheduled school days to determine whether to affirm the denial or to grant the appeal and direct the Director of Secondary Education or designee to complete the application process.
- D. Decisions of the Chief Academic Officer may be appealed to the Superintendent, or superintendent's designee. Appeals shall be made within five (5) regularly scheduled school days of receipt of the notice of the decision from the Chief Academic Officer.
- E. The Superintendent or superintendent's designee shall have five (5) regularly scheduled school days to make a determination to affirm the denial of the application or to grant the appeal and direct the Director of Secondary Education or designee to complete the application process.
- F. Decisions of the Superintendent may be appealed to the Board of Directors by petition delivered to the Clerk of the Board. The Board shall determine the appeal at its next regularly scheduled business meeting. The Board may offer the student or family a hearing during a specially called meeting or executive meeting to receive evidence. Parents may be represented by counsel at any hearing granted. Decisions of the Board of Directors are final.

***Legal References:***

Minn. Stat. §120B.021(Required Academic Standards)  
Minn. Stat. §120B.021, subd. 1a (Rigorous course of study; waiver)  
Minn. Stat. §120B.022 (Elective Standards)  
Minn. Stat. §120B.024, Subd.1 (Credits: Graduation Requirements)

***Cross References:***

MPS Policy 5391 (Graduation Requirements)  
MPS Policy 6200 (Curriculum and Instruction)  
MPS Policy 6221 (Credit by Assessment)  
MPS Policy 6222 (Online Learning)  
MPS Policy 6223 (Credit for High School Courses)  
MPS Policy 6273 (Local Standards and Assessment)  
MPS Policy 6510 (Work-Based Learning)