



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure establishes the protocols related to requesting an exception for credit in the Washoe County School District ("District").

PROCEDURE

1. All exceptions to this administrative procedure must be approved by the Senior Director, Department of Student Accounting. The email which shows the approval must be kept in the student's cumulative file so that when that transcript is audited and the credit exception is called into question, the proof can be offered of the approval of the exception.
2. The following are exceptions to credit bearing rules:
 - a. World Geography:
 - i. A+ does not count toward graduation as the World History requirement.
 - ii. Plato World Geography does not count toward graduation as the World History requirement.
 - b. Calculus:
 - i. Students who have taken Calculus AB may take Calculus BC semester 2 for credit.
 - ii. Students who have taken Calculus AB MAY NOT take Calculus BC semester 1 for credit. They may audit Calculus BC semester 1.
 - a. Upward Bound: All Upward Bound courses offered for credit must be evaluated by the Student Accounting Department prior to being applied to a student transcript.
 - b. Dean's Future Scholars: All Dean's Future Scholars courses offered for credit must be evaluated by the Student Accounting Department prior to being applied to a student transcript.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
12/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised
9/10/2014	3.0	Revised: converted to Administrative Procedure
10/14/2016	4.0	Revised: A+ World Geography is not an exception for credit for World History.