



Thank you for your interest in earning high school credit through the Hilliard City School District's *Credit Flexibility* program. There are two options for earning credit within the program. "Course Proficiency" is testing out of and earning credit for a high school course through the successful completion of an assessment. "Educational Options" allows students to earn credit through the creation of and completion of a student-designed project/proposal.

Detailed information and guidelines for each of these options is provided below. Please read through these guidelines very carefully. If you have questions, contact your guidance counselor prior to completing and submitting the attached application

EDUCATIONAL OPTIONS

Credit can be earned through Educational Options Credit Flexibility in all content areas (departments) within the Hilliard City Schools' High School Program of Studies.

- All high school students are eligible to participate in Educational Options Credit Flexibility. **Credit can only be earned for learning experiences beginning with the ninth-grade year.**
- Credit can be granted for a specific course or department credit, depending on the scope of the project and student proposal.
- The amount of credit awarded will depend on the scope of the learning experience; in general, 120 hours equates to .5 credit.
- **Credit will be issued for a project review score of 70% or higher;** a district rubric is attached to this application that will be used to evaluate projects.
- Students can elect to receive a letter grade (as determined by the rubric score) or a "P" for passing on their transcript. The student must notify his/her guidance counselor of this decision within two weeks of receiving score; otherwise, the letter grade will be used. The rubric score will be the final grade awarded. **The final grade will appear on the transcript; there will be no exceptions to this rule.**

Students who elect to earn credit through Educational Options Credit Flexibility must complete the attached application and a formal proposal and submit both to the guidance office.

- The deadlines for submitting proposals are **August 7 and November 13, and April 23**; students will be notified of approval/disapproval of their proposal approximately thirty (30) days after the established deadline. Note, that, regardless of the submission date, the committee will not review the proposal until after the next established deadline date, and the project cannot start until after approval by the District Credit Flexibility Committee.
- Students must identify a mentor for their project; the mentor does not have to be a school employee; however, the mentor must be an "expert" in the content area for proposed work (i.e. a license, certification, and/or degree is required in the field of study). The proposed mentor must be approved by the District Credit Flexibility Committee.
- Credit will not be issued for any projects retroactively; students must adhere to designated deadlines and follow the application/proposal process. Projects cannot start until after approval notification by the District Credit Flexibility Committee.
- Any cost(s) associated with completing the educational options proposal (i.e. fee for a non-district created assessment to demonstrate proficiency in a course not offered by the Hilliard City Schools) is the responsibility of the student.

A District Credit Flexibility Review Committee will serve students at all three high schools. This committee will BE facilitated by the Director of Innovation & Extended Learning with representation from all three high schools.

- The District Credit Flexibility Review Committee will review and approve all Educational Options proposals.
- At the conclusion of the learning experience, students will be required to schedule a presentation time with the Credit Flexibility Review Committee. Presentation dates for 2026-2027 are as follows: **September 4, 2026; January 8, 2027; May 7, 2027; and September 3, 2027.**
- Students will be required to develop and present a product or products (reflection paper, portfolio, etc.) to the Committee for review; the student's mentor must be present at the presentation or be available by phone. Review the attached rubric for project/presentation assessment expectations. The Committee will determine whether credit is awarded based on student learning, not simply on participation.
- Appeals of any decision made by the District Credit Flexibility Committee should be submitted in writing to the Director of Innovation & Extended Learning.