SPECIAL SERVICES
Promotion, Retention, Grading, and Graduation Requirements

Earning High School Credits

This regulation supersedes Regulation 2408.2

I. PURPOSE

To provide information about approved ways of earning high school credit.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section VI. A. 2.c. has an updated link for Virtual Virginia.

III. CREDIT VALUE OF HIGH SCHOOL COURSES

Courses taken in high school for a full session (minimum 140 hours) shall carry one unit of standard credit. Courses taken in high school for a half session (minimum 70 hours) shall carry one-half unit of standard credit, when authorized as half-credit courses in either the Standard or Optional Course Offerings Guide. Students shall earn standard credits based on successful completion of course requirements. Credit for study while in summer school or homebound is allowed by policies set forth by the Virginia Board of Education in the current version of Standards for Accrediting Public Schools in Virginia.

Students may be allowed to enroll in repeat courses for one unit of standard credit to be completed in no less than 70 clock hours of instruction per unit of standard credit so long as the content of the course is comparable to the 140 clock hours of instruction and that upon completion, the student will have met the aims and objectives of the course.

IV. HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL

Students receive credit towards graduation for high school courses taken in middle school. These credits count toward credits in the required sequences as well as toward the total number of credits required for graduation and calculation of the grade point average. Parents of middle school students may request that grades for any high school credit-bearing course taken in middle school be omitted from the student’s transcript, and therefore the student will not earn a standard unit of credit for the course nor be eligible for verified credit in that course unless the course is repeated. The request to remove a course from the transcript must be made in writing to the middle or high school the student will attend the following year and prior to the end of the first nine weeks of the school year. To request a course be removed use form IS-158, Request to Expunge High School Courses Taken in Middle School, which is available at: https://www.fcps.edu/sites/default/files/media/forms/is104.pdf. Courses taken in the summer session following student promotion from the eighth grade are ineligible for removal from the high school transcript.
Students who transfer to Fairfax County Public Schools (FCPS) with high school credits from middle school may request those grades be expunged from, or not included, in their FCPS transcript. The request must be submitted by the parent and received by the school within nine weeks from the date of their enrollment into FCPS.

V. ALTERNATIVE METHODS FOR EARNING HIGH SCHOOL CREDITS

The local school principal or his or her designee may develop alternative methods for granting standard credits as outlined in Regulation 2409.

VI. EARNING CREDIT OUTSIDE FCPS FOR CURRENTLY ENROLLED STUDENTS

Students currently enrolled in FCPS are expected to earn standard units of credit from FCPS programs. When students are unable to access FCPS courses, students may request permission to earn standard credits toward graduation from non-FCPS programs. Students must submit all required forms to their school counselor for prior written approval to enroll in the course. Upon completion of the program, students must submit official documentation to the local school. Standard credit will be transferred to FCPS upon successful completion of the prior-approved course. Verified credit, when applicable, will be granted only after the student passes the associated Standards of Learning (SOL) or substitute test. The form to request permission is IS-158, Request to Earn High School Credit from Programs Outside of Fairfax County Public Schools, and available at: https://www.fcps.edu/sites/default/files/media/forms/is158.pdf.

A. Earning Standard Credit from Non-FCPS Programs During the Academic School Year (Fall-Winter-Spring)

Students enrolled in FCPS are expected to earn standard credits from FCPS programs. The exceptions for courses completed during the academic school year shall be for college and university courses and courses offered through Virtual Virginia when identified conditions are met. Students must submit all required forms to their school counselor for prior written approval before enrolling in the course.

1. College and University Courses

Students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit under the following conditions:

a. The college must accept the student for admission to the course.

b. The course must be given by the college for degree credit (no remedial courses will be accepted). Courses provided by a college for high-school credit will not be accepted.

c. The course meets the requirements outlined in 8 VAC 20-131-110A and matches the description of a course for which FCPS gives credit. A World Language course that is not offered by FCPS may also be considered for students seeking to satisfy a World Languages requirement.

d. The college course has been reviewed and approved by the appropriate content area specialist in the Instructional Services Department.
e. The student has requested and received prior written approval from the local school.

f. Standard credit for a course will be transferred to FCPS upon successful completion of prior-approved course. Students must submit an official grade report to the local school.

2. Virtual Virginia

Students may earn standard credits through Virginia’s virtual learning program, Virtual Virginia, under the following conditions:

a. The student has a schedule conflict or a health-related conflict which is not resolvable through existing FCPS programs.

b. The student has requested and received prior written approval from the local school.

c. The local school is able to fulfill the responsibilities specified by Virtual Virginia (https://www.virtualvirginia.org/about/faqs/) to include the provision of a school-based mentor.

d. Standard credit will be transferred to FCPS upon successful completion of the prior-approved course. Students must submit an official grade report to the local school.

B. Earning Standard Credit from Non-FCPS Programs During the Summer

Students enrolled in FCPS are expected to earn standard credits from FCPS programs. The exceptions for courses completed during the summer are outlined below. Since participation in summer programs is elective and there is an associated cost, students are granted more flexibility in accessing non-FCPS programs. Standard credit for advanced academic courses may only be transferred if the advanced academic course is offered through FCPS summer programs. Students must submit all required forms to their school counselor for prior written approval before enrolling in the course.

1. College and University Courses

Conditions for accessing college courses over the summer are the same as those required for access during the school year as outlined in Section VI.A.1. of this regulation.

2. Virtual Virginia

Students may earn standard credits through Virginia’s virtual learning program, Virtual Virginia, under the following conditions:

a. The student has requested and received prior written approval from the local school.
b. The local school is able to fulfill the responsibilities specified by Virtual Virginia (http://www.virtualvirginia.org/faqs/index.html) to include the provision of a school-based mentor.

c. Standard credit will be transferred to FCPS upon successful completion of the prior-approved course. Students must submit an official grade report to the local school.

3. Public Schools, Private Schools accredited by Virginia Council for Private Education (VCPE) and Virtual Private Schools accredited by VCPE

a. In order to transfer a standard credit, the course must meet the requirements outlined in 8 VAC 20-131-110A and matches the description of a course for which FCPS gives standard credit.

b. Standard credit will be transferred to FCPS upon successful completion of the prior-approved course. Students must submit an official grade report to the local school.

VII. TRANSFER STUDENTS AND HIGH SCHOOL CREDITS

The academic records of all students transferring into FCPS shall be evaluated to determine standard and verified units of credit earned at previous schools. Grades are transferred based on the previous school's grading scale. Academic weighting and grade point average will be determined according to the current version of Regulation 2462, Grade Point Average and Class Rank.

Transfer students must meet the requirements for graduation outlined in current version of Regulation 2460, Requirements for Graduation and Graduation Seals of Achievement. Standard or verified units of credit earned by a transfer student from a Virginia public school or other Virginia state-operated programs shall be transferrable without limitation. Standard units of credit shall also be accepted for courses satisfactorily completed in accredited colleges and universities when the student has been given credit by the previous school attended. Standard units of credit received from Virginia non-public schools accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education shall also be accepted.

FCPS may award standard units of credit for credits awarded by other schools when the course for which the student received credit generally matches the description of or can be substituted for an FCPS course. These courses must meet Section III of this regulation. Schools may request additional documentation or assessments to verify a student has met these requirements if the transcript is not sufficient. Students who enter FCPS from a home instruction program who desire high school credit shall follow the guidelines outlined in current version of Regulation 2245, Home Instruction by Parents or Guardians and Part-Time Enrollment of Home-Schooled Students.

Legal references: 8VAC20-131 and 8VAC20-131-110A
Code of Virginia, section 22.1-253.13:4
See also the current versions of:
Regulation 2409, Alternative Methods for Earning High School Credit
Regulation 2430, High School Teacher’s Guide: Grading and Reporting to Parents
Regulation 2460, Requirements for Graduation and Graduation Seals of Achievement
Regulation 2462, Grade Point Average and Class Rank
Regulation 2245, Home Instruction by Parents or Guardians and Part-Time Enrollment of Home-Schooled Students

FAIRFAX COUNTY PUBLIC SCHOOLS