

INSTRUCTION

Granting Equivalency Credit

Procedures for Determining Equivalency Credit

Everett Public Schools recognizes that career and technical education (CTE) courses provide students critical workforce and academic training for future employment and post-secondary education, and that many students benefit from learning core academic skills and content within the applied context of CTE courses. The district further recognizes that CTE courses may teach required academic content at a sufficient level to justify the granting of required academic equivalency credit.

I. The Equivalency Committee

- A. The equivalency committee is a representative body established for the purpose of evaluating and determining equivalencies for CTE and required academic courses, and annually publishing a district list of approved equivalencies.

B. Membership

1. The equivalency committee shall be established by the chief academic officer.
2. The chair of the committee will be appointed by the chief academic officer.
3. The equivalency committee will be comprised of seven voting members:
 - There will be four permanent positions that include the **executive** director of college and career readiness **and extended learning options**, the director of career and technical education, a regional superintendent of K-12 instruction and the director of student support services.
 - In addition to the permanent positions, three positions representing special education, school building administration and categorical programs will be appointed by the chief academic officer and will serve a two-year term.
4. When necessary, the committee will solicit expert advice from content area specialists and/or teachers.

C. Authority

1. The committee will serve as a recommending body, providing information to the chief academic officer, who will determine course equivalencies.
2. The committee will make recommendations on submissions to the chief academic officer by the second week of November. The committee will make one of the following recommendations during the initial evaluation regarding the equivalency request:

- **Meets Standard for Equivalency**

The course meets the standards required for equivalency and should be listed as an equivalency in the course guide for the following school year; or

- Does Not Meet Standard for Equivalency

The course does not adequately meet the standards required for equivalency. Feedback is given regarding areas that need to be addressed if an equivalency is to be requested again.

3. The chief academic officer will approve the final list of equivalent courses.

II. Criteria for Evaluating and Determining Course Equivalencies

The following criteria will be used to evaluate and determine course equivalencies for required academic and CTE courses:

- A. Align with the state's essential academic learning requirements, grade level expectations, classroom-based performance standards, national standards, or college readiness standards as determined by the district. The equivalency committee shall certify that the course is aligned to the appropriate requirements or expectations; and
 1. Demonstrate alignment with the essential academic learning requirements, grade level expectations, performance expectations and college readiness standards taught and assessed within the required academic course for which the equivalency is sought.
 2. Demonstrate an equivalent level of student proficiency in the above stated standards.
- B. Advanced Placement (AP) computer science courses will be approved as equivalent to high school mathematics or science as determined by the equivalency committee. In addition, AP computer science courses qualify as a math-based quantitative course for students who complete it in their senior year.

III. Procedures and Timeline for Submitting an Initial Course Equivalency Request

- A. The director of career and technical education will work with CTE staff and school administrators to develop course equivalency requirements for CTE classes.
- B. The following documents shall be submitted as part of the application:
 1. A completed equivalency request application (principal's signature must be present);
 2. Course curriculum frameworks;
 3. Course descriptions;
 4. Sample assessments; and
 5. Other supporting documents (including student work samples).
- C. The following documents may be requested:
 1. Lesson plans addressing specific essential academic learning requirements or other standards.
 2. Samples of student work that demonstrates equivalency criteria.
 3. Other documents that the committee deems necessary to determine course equivalency.
- D. The deadline for submission of materials is October 1 for a course to qualify for equivalency the following school year.

IV. Procedures and Timeline for Evaluating Requests and Determining Course Equivalencies

- A. The equivalency committee will convene during October to review submitted equivalency requests for the following school year.
- B. For all equivalency requests, the equivalency committee will:
 1. Review the course curriculum framework to certify the required standards for equivalency from the appropriate course replacement application are evident throughout the course.
 2. Review the course assessments to determine if students are demonstrating the required standards for equivalency from the appropriate course replacement application.
 3. The committee will make recommendations on submissions to the chief academic officer by November 15. The committee will make one of the following recommendations during the Initial evaluation regarding the equivalency request:
 - Meets Standard for Equivalency – the course meets the standards required for equivalency and should be listed as an equivalency in the course guide for the following school year.
 - Does Not Meet Standard for Equivalency – the course does not adequately meet the standards required for equivalency. Feedback is given regarding areas that need to be addressed if an equivalency is to be requested again.

V. Procedures and Timeline for Resubmitting a denied Equivalency Request

- A. If an equivalency request is denied upon initial review, a teacher may address identified gaps and resubmit their request to the superintendent within ten (10) school days.
 1. The superintendent will:
 - Uphold the decision of the chief academic officer, or
 - Decide to grant the course equivalency status to the course.

VI. The District Approved Equivalency List

- A. The equivalency committee will annually review and publish a district list of approved required academic and CTE equivalencies which may be used to satisfy Everett Public Schools required courses. This list will be published and made available to the high school(s) for inclusion in course catalogs each year.
- B. Updates to the district approved equivalency list will be made in accordance with the criteria and procedures outlined below.
 1. Deletions of course equivalencies from the equivalency list will apply to all students in the next school year.
 - Students who have already completed the course and received equivalency credit will maintain that credit, but students in the upcoming school year and beyond will not be eligible for equivalency credit.

2. Additions of course equivalencies from the equivalency list will apply to all students for the following school year.
 - Students who completed the course in a prior year will not be eligible to receive equivalency credit for the course.

VII. Published District Approved Equivalencies

- A. Upon approval, courses will be given a course code that will identify the course as equivalent to a required content course.
- B. This code will indicate that the course satisfies the Washington Student Achievement Council college academic distribution requirements (CADRs) and it will be represented as such on the student's transcript with a 'B' designation.
- C. Courses that are designated as equivalency courses will give credit in the required course area. Semester credits will not be split between the required course area and the career and technical area. Partial credit will not be granted in either required or career and technical areas.
- D. Course equivalencies do not preclude students from earning more credit in either required or career and technical areas.

VIII. Highly Qualified Teacher status

- A. Career and technical education teachers are not required to meet elementary and secondary education act highly qualified status when teaching CTE courses. This is true even when those courses are considered equivalent to required academic subjects, so long as the instructor holds a CTE certificate authorized by the professional educator standards board to teach the assigned vocational course ([WAC 181-77-020](#)).

Cross references: [Board Policy 2409](#) Granting Equivalency Credit
 [Procedure 2410P](#) High School Graduation Requirements

Adopted: December 2010
Updated: November 2011
Revised: June 2012
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