

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 500-27</b>
<b>Subject:</b> <b>PARTIAL CREDITS</b>	<b>Issued:</b> <b>10/1/82</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>12/11/14</b>

I. Policy

II. Procedure

A. Four Credit Courses (90 minute semester schedule only)

1. Award one credit to students who are passing and withdraw after the first term (first semester) from either school or a course.
2. Award two credits to students who are passing and withdraw after the second term (first semester) from either school or a course.
3. Award three credits to students who are passing and withdraw after the first term (second semester) from either school or a course.
4. Award four credits to students who successfully complete the year's work.

B. Three Credit Courses

1. Award one credit to students who are passing and withdraw after December 1 from either school or a course.
2. Award two credits to students who are passing and withdraw after March 1 from either school or a course.
3. Award three credits to students who successfully complete the year's work.

C. Two Credit Courses

1. Award one credit to students who are passing and withdraw after January 15 from either school or course.
2. Award two credits to students who successfully complete the year's work.

D. One Credit Courses

1. Award one credit to students who successfully complete the year's work.
2. Award full credit to students who are passing and withdraw from school or a course no earlier than 10 school days for a 90 minute block and 20 school days for an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.) before the last official day of school in the semester/year if missed work is completed. The principal, in consultation with the affected teacher, will decide on the work to be completed.

E. Semester Courses

1. County approved semester courses with a minimum of 66 hours may be offered for half-credit.
2. In order to receive a half-credit, students must be enrolled a minimum of 35 school days in a 90 minute block schedule and 70 school days in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.) if missed work is completed. The principal, in consultation with the affected teachers, will decide on the work to be completed.

F. Late Entrants

1. Award full credit to students who enter school or a course no later than 10 school days in a 90 minute block schedule and 20 school days in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.) after the first official day of school if missed work is completed. The principal, in consultation with the affected teachers, will decide on the work to be completed.
2. Students who, because of a court order or extraordinary circumstances, enter school after the first 10/20 days of a school year may receive partial credit.
  - a. If entrance is prior to the Interim report date of the first term (in the semester) in a 90 minute block schedule and prior to the first day of the second term in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.), 3/4 credit may be awarded.
  - b. If entrance is prior to the first day of the second term (in the semester) in a 90 minute block schedule and prior to the first day of the third term in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.), 1/2 credit may be awarded.
  - c. If entrance is prior to the interim report date of the second term (in the semester) in a 90 minute block schedule and prior to the first day of the fourth term in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.), 1/4 credit may be awarded.

- G. Students will receive no credit if they withdraw from a class within the 10 day/20 day limit and no grade will be recorded. Students who withdraw from a course after the 10 day limit in a 90 minute block schedule but before the interim date of the nine-week term will receive a grade of withdrew passing (WP). Students who withdraw from a course after the 20 day limit in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.) but before the end of the nine-week term will receive a grade of withdrew passing (WP). Students withdrawing in these situations will be permitted to enter another course but will receive no credit. Students withdrawing after the interim report date for the first term in a 90 minute block schedule or after the end of the nine-week term in an alternate schedule (6 pd., 7 pd., 45 minute year long courses, etc.) will receive a withdrew failing (WF) or withdrew passing (WP) based upon their grades. A grade of WP will never affect honor status. A grade of WP will have no effect on year-end GPA because no credit shall be attempted. A grade of WF will be counted as credit attempted and no credit received. Students will not be permitted to withdraw from a class after the interim report date for Term 2 or Term 4, respectively. Students participating in a dual enrollment program receiving a grade of W (withdrawn) in a course from an Institution of Higher Education will receive a grade of W on the transcript.

H. Exceptions to the 10 day/20 day limit

1. An elective course change which is necessitated by a major subject level change; e.g., English merit to English directed.
2. Transfer students who require elective course changes.
3. Exceptions that are allowed at the discretion of the principal.

I. Transfers

1. Students who transfer from one school to another school may not receive more than the maximum authorized credit for any course.
2. Transfer students who cannot continue courses begun in other schools or school systems will be given full credit in the course in which credit is received.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent