

INSTRUCTION

Procedures for Determining Equivalency Credit

- I. The Equivalency Committee
 - A. The Equivalency Committee will consist of the Executive Director of Teaching and Learning Services, the director of Career and Technical Education, a Principal or Assistant Principal, two CTE department chairs, two department chairs from the core academic subject area, and two high school counselors. The Equivalency Committee will be responsible for evaluating and determining equivalencies for Career and Technical Education and core academic courses, and annually publishing a District list of approved equivalencies.

- II. The District Approved Equivalency List
 - A. The Equivalency Committee will annually review and publish a District list of approved core academic and Career and Technical Education equivalencies which may be used to satisfy Snohomish School District graduation requirements. This list will be published and made available to the high schools for inclusion in course catalogs no later than December 31 of each school year.
 - B. Updates to the District Approved Equivalency list will be made in accordance with the Criteria and Procedures outlined below.
 - C. Deletions of course equivalencies from the equivalency list will apply only to the following year's freshman and sophomore students. Students who will be juniors and seniors the year following publishing of the deletions will be allowed to finish high school under previously published equivalencies.
 - D. Additions of courses equivalencies from the equivalency list will apply to all students for the following school year.

- III. Criteria for Evaluating and Determining Course Equivalencies

The following criteria will be used to evaluate and determine course equivalencies for core academic and Career and Technical Education courses:

- A. Equivalency within a Core Academic Area.
 1. Core Academic Areas include Visual and Performing Arts, English, Mathematics, Science, Social Studies, Health and Physical Education, World Languages, and Career and Technical Education which encompasses a variety of subject areas in approved career pathways.
 2. A course seeking equivalency with a core academic course must demonstrate alignment with the Essential Academic Learning Requirements and Grade Level Expectations taught and assessed within the

core academic course for which the equivalency is sought. Alignment must be documented as part of the application for course equivalency.

B. Equivalency within Career and Technical Education:

1. A course seeking equivalency with an approved Career and Technical Education (CTE) course* must demonstrate alignment with:
 - a. Contextual application of Essential Academic Learning Requirements and Grade Level Expectations within the approved Career and Technical Education course for which the equivalency is being sought.
 - b. Foundational and occupational industry skills taught and assessed within the approved Career and Technical Education course for which the equivalency is being sought.
 - c. CTE Core Leadership and Employability skills taught and assessed within the approved Career and Technical Education course for which the equivalency is being sought.
 - d. Depth of Career Exploration and Exposure within the approved Career and Technical Education course for which the equivalency is being sought and fulfill Exploratory Program Standards as defined in the Career and Technical Education Program Standards.

*An approved Career and Technical Education course is one for which there is an existing CIP (Classification of Instructional Programs) Code registered and approved with the Office of Superintendent for Public Instruction Career and Technical Education office.

IV. Process for Evaluating and Determining Course Equivalencies

The following process will be used to evaluate and determine course equivalencies for core academic and Career and Technical Education courses:

A. Initiating an Equivalency Evaluation

1. A teacher or department may initiate a course equivalency request for review by the District equivalency committee by submitting a proposal form (2413F1) and required documentation for the course seeking the equivalency to the CTE Director.
2. The CTE Director submits proposal to the Executive Director of Teaching and Learning or designee for content review and recommendation to proceed.

3. The proposal will then be presented to the Equivalency Committee for final recommendation of class equivalency.
4. The Board of Directors will approve the class equivalency course.
5. The CTE Director will notify schools to include the approved course in course catalogs for the following school year.
6. The Equivalency Committee may initiate a review of an existing course equivalency by requesting a copy of the course description, course framework, and assessments for the course in question.

B. Equivalency Evaluation

1. Requests for equivalency will be evaluated by the Equivalency Committee based on the content of the course seeking an equivalency.
2. Course equivalency applications will be reviewed by the committee and a determination will be based on the criteria for evaluating and determining an equivalency for a core academic or Career and Technical Education course.

Adopted: November 28, 2007

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