



## MEMORANDUM

**TO:** Superintendents, Administrators, Guidance Directors, High School Counselors, & College Admissions Counselors  
**FROM:** Amanda Culhan, IDOE Program Coordinator for School Counseling  
**SUBJECT:** High School Credit for Courses Completed Prior to Grade 9  
**DATE:** June 3, 2015

THIS GUIDANCE SUPERSEDES PREVIOUS GUIDANCE, INCLUDING THE MAY 14, 2010 GUIDANCE  
RE: HIGH SCHOOL CREDIT FOR COURSES COMPLETED BEFORE STUDENTS ENTER GRADE 9

Indiana State Board of Education rules (511 IAC 6-7.1-1) do not restrict high school credit to course work completed in Grades 9 through 12. Therefore, students who complete courses before entering Grade 9 may earn high school credit for those courses.

The following criteria must be met in order for a student to earn high school credit for a course completed before entering Grade 9:

- A course offered for high school credit before Grade 9 must be equivalent to an existing high school course and comply with the approved course description; cover the same Indiana academic standards as its high school counterpart course, if such standards exist; require proficiency at or greater than that required to pass the end of course assessment (ECA) for courses where there is an accompanying ECA; and be taught by a teacher licensed to teach the high school course, as specified on the Assignment Code.
- If the course is being used to fulfill a high school course or credit requirement, the grade and credits for the course must be included on the student's high school transcript and factored into the student's cumulative GPA.

The following points may be considered when deciding to offer high school courses for high school credit before students enter Grade 9:

- The Department of Education recommends that each corporation develop a policy that determines which, if any, high school courses will be taught for high school credit when the student is enrolled below Grade 9. This policy needs to be applied consistently to all students.
- The academic and developmental level of the student should be considered when determining the readiness of a student not yet in Grade 9 to enroll in a high school course for high school credit.
- Students must meet the minimum graduation requirements or the additional requirements for Core 40, Academic Honors or Technical Honors diploma. These requirements are outlined in the following Indiana State Board of Education Rules: 511 IAC 6-7.1-4, 511 IAC 6-7.1-5, 511 IAC 6-7.1-6, 511 IAC 6-7.1-7.

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- The purpose of allowing students the flexibility to take high school courses before entering Grade 9 is to allow them to advance to higher level courses, not to finish their entire course of study at earlier grades without the opportunity to learn the designated curriculum for a grade level or diminish the amount or quality of learning that will be completed in Grades 9 through 12.
- Multiple credits may not be awarded for the same course unless the approved course description permits multiple credits to be awarded (511 IAC 6-7.1-1(d)).
- [NCAA eligibility rules](#) provide that high school courses taken in Grade 8 may appear on the high school transcript with a grade and a credit to satisfy core curriculum requirements for college athletic eligibility.

**Additional Guidance:**

***Q: If a student completes Algebra I (or a higher level math course), a Level I World Language course, or any other high school course before Grade 9, is it required that the course be on the transcript?***

**A:** It is a local decision whether to include those grades and credits on the high school transcript; however, any course not included on the high school transcript or not factored into the cumulative graduation GPA cannot be used to fulfill high school graduation requirements. The school's policy needs to be applied consistently to all students who earn high school credits.

***Q: When might a course taken in middle school not appear on the high school transcript?***

**A:** In instances where the grade and credit is not needed to meet a course or credit requirement, it is a local decision as to whether or not the course appears on the transcript. Students may complete additional higher level courses to meet the requirements of the Core 40 and Honors diploma. It should be noted that students are required to earn a minimum of six (6) Math credits during Grades 9 through 12, and students must take a Math or quantitative reasoning course each year of high school.

Example: A student completes Algebra I in Grade 8 but the credits and grades for the course are not listed on the high school transcript. The student may meet the Core 40 Mathematics requirement in high school by earning six credits in higher level Mathematics courses such as Geometry, Algebra II and Pre-calculus. For those students on track to earn the Academic Honors Diploma (AHD), they could either use the 2 Algebra I credits earned in Grade 8 or earn 2 additional, higher level math credits during the senior year to meet the 8 math credit requirement for the AHD. If using the Algebra I from grade 8, the course, credit, and grade must be on the transcript and factored into the GPA.

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