

To: Superintendents, Administrators, School Counselors, College Admissions Counselors

From: Robin Conti, Assistant Director of Teaching and Learning

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Subject: High School Credit for Courses Completed Prior to Grade 9

Indiana State Board of Education rules (511 IAC 6-7.1) does not restrict high school credit to coursework completed in grades nine through 12. Therefore, students who complete courses before entering grade nine 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 nine:

- A course offered for high school credit before grade nine 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; 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 of 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 nine:

- The Indiana 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 nine. 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 nine 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 6-6.1-5, 511 IAC 6-7.1-6, 511 IAC 6-7.1-7.

- The purpose of allowing students the flexibility to take high school courses before grade nine is to give students the opportunity to take higher level, more rigorous courses in high school, not to finish their course of study at an earlier grade.
- 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 eight may appear on the high school transcript with a grade and a credit to satisfy core curriculum requirements for college athletic eligibility.

### Frequently Asked Questions:

Question	Answer
<p>If a student successfully completes a high school course before grade 9, is it required that the course be transcribed?</p>	<p>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. This policy needs to be applied consistently to all students.</p>
<p>When might a high school course taken before grade nine not appear on the high school transcript?</p>	<p>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, Academic Honors, or Technical Honors diploma.</p> <p>It is recommended schools develop a policy to transcribe only grades that meet certain established criteria, such a minimum grade expectation. Students who do not meet the established criteria would then be permitted to retake the course in high school for credit.</p>
<p>A student takes Algebra I in grade eight but the credits and grades for the course are not listed on the high school transcript. This course is required for the Core 40 diploma. Now what?</p>	<p>The student may meet the Core 40 mathematics requirement in high school by earning six (6) credits in higher level mathematics courses such as Geometry and Algebra II, along with Precalculus: Algebra, Precalculus: Trigonometry, Quantitative Reasoning, Probability and Statistics, Calculus, or Finite.</p>

If you have additional questions, please contact Robin Conti at [rconti@doe.in.gov](mailto:rconti@doe.in.gov).