



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

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

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

Indiana State Board of Education rule 511 Indiana Administrative Code (IAC) 6-7.1 does not restrict high school credit to coursework completed by students enrolled in grades nine through 12. It is possible for students who complete high school courses prior to grade nine to earn high school credit for those courses. The Indiana Department of Education (IDOE) is pleased to reissue guidance on this topic in response to recent educator and administrator feedback.

## Required Criteria

The following criteria **must** be met for a student to earn high school credit upon completion of a high school course prior to enrollment in grade nine:

- The course must be equivalent to an existing high school course and comply with the approved high school course description, incorporate the same Indiana Academic Standards as the high school course (as applicable), 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 within IDOE's [Assignment Code](#).
- If the course is being used to fulfill a high school course or credit requirement, the grade and credit for the course should be included on the student's high school transcript and factored into the student's cumulative GPA, based on the local decision for the awarding of a passing grade of a C or higher. The goal is to reward the student for taking a more rigorous course prior to high school.

## Reminders

Review the following considerations when deciding whether to offer students courses for high school credit prior to grade nine:

- IDOE recommends that each corporation develop a policy that determines which, if any, high school courses will be available for high school credit prior to grade nine. This policy must be applied consistently to all students.
- The purpose of allowing flexibility for students to take high school courses early is to provide the opportunity to take higher level, more rigorous courses in high school, as well as participate in work-based learning (WBL) and service-based learning (SBL) experiences rather than simply



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finishing their course of study at an earlier grade.

- The student's academic and developmental level should be considered when determining the student's readiness to enroll in a course for high school credit.
- The student must meet the minimum graduation requirements or the additional requirements for the Core 40, Academic Honors, or Technical Honors diplomas. These requirements are outlined in Indiana State Board of Education rulings of 511 IAC 6-7.1-4, 511 IAC 6-6.1-5, 511 IAC 6-7.1-6, and 511 IAC 6-7.1-7.
- Pursuant to 511 IAC 6-7.1.1(d), multiple credits may not be awarded for the same course unless the approved course description permits multiple credits to be awarded.
- The [National Collegiate Athletic Association \(NCAA\) eligibility rules](#) indicate that high school courses taken in grade eight may appear on the high school transcript with a grade and credit to satisfy core curriculum requirements for college athletic eligibility.

IDOE has provided answers to frequently asked questions regarding high school courses completed for credit prior to grade nine.

**1. If a student successfully completes a high school course prior to grade nine, is it required that the course be included on their transcript?**

Local schools determine whether to include those grades and credits on the student's 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 must be applied consistently for all students.

**2. When might a high school course taken before grade nine not appear on the student's high school transcript?**

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 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 diplomas.

It is recommended that schools develop a policy to only include grades that meet certain criteria on students' transcripts, such as 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.

**3. Completion of the Algebra I course is required for the Core 40 diploma. What should happen in the event a student completes Algebra I in grade eight but the credits and grades for the course are not listed on their high school transcript?**

The student may meet the Core 40 mathematics requirement in high school by earning six (6)



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credits in higher level mathematics courses such as Geometry and Algebra II, along with a course such as Precalculus: Algebra, Precalculus: Trigonometry, Quantitative Reasoning, Probability and Statistics, Calculus, or Finite Mathematics.

**4. Is a student who completes a mathematics course required for the Core 40 diploma for credit prior to grade nine still required to take six mathematics credits in high school?**

Yes. 511 IAC 6-7.4 indicates that “A student who enters high school in the 2012-2013 school year or a subsequent school year must earn six (6) mathematics credits after entering high school.

Mathematics credits earned prior to entering grade nine (9) may meet specific course requirements and may count towards the credit requirements for a diploma, but six (6) mathematics credits must be earned while in high school.”

**5. What should schools consider when enrolling students in Algebra I for high school credit prior to grade nine?**

Administrators, educators, and parents are encouraged to review [this guidance](#) when determining appropriate placement of students in Algebra I prior to grade nine.

Please contact IDOE’s [Office of Teaching and Learning](#) with any questions.