

Cumberland County Technical Education Center

Option II Guidelines & Application



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Option II Guidelines

Introduction

Cumberland County Technical Education Center (CCTEC) aims to investigate any alternative programs to meet the needs of our students and expand curricular offerings to ensure students are college and career ready. Option II was created to provide a degree of flexibility for students who want to challenge themselves with educational experiences that fall outside the regular program offered in a school or to pursue higher levels of coursework than they would otherwise be able to take.

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve the New Jersey Student Learning Standards in the same manner and/or with the same level of success (N.J.A.C. 6A: 8-5.1(a) 2). While CCTEC believes that the best educational experience possible for our students is participating in courses offered at our school, we acknowledge that students may also choose to make individualized decisions about their course selections that will allow them to take additional courses or more advanced courses during their high school years. To this end, CCTEC allows for students to engage in individualized learning opportunities outside of the traditional classroom. These opportunities are stimulating and challenging and enable students to meet or exceed the New Jersey Student Learning Standards. This is commonly referred to as, “*Option II.*” For more information related to Option II, please visit <http://www.nj.gov/education/aps/option2.htm>.

Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: early college credit, on-line learning, co-curricular or extra-curricular programs, and/or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objectives that meet or exceed the New Jersey Student Learning Standards. Option II procedures have been created to review and approve these requests while maintaining the integrity of the Cumberland County Technical Education Center’ High School diploma. (Option II does not apply to courses taken for credit recovery due to previous course failure or loss of credit due to excessive absenteeism.)

Participation in Option II is predicated on the application process through which students seek approval. The process for application, is detailed in the information following. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the New Jersey Student Learning Standards at the high school level. Please carefully read the following for more information. School Counselors are available to answer questions and guide students through the process.

Important General Information

It is the student’s responsibility to maintain academic standing and enrollment in an approved Option II program. Any failure to complete an approved program may jeopardize the student’s ability to meet graduation requirements. In the event of a student withdrawing from an approved Option II program, CCTEC cannot guarantee placement in an equivalent CCTEC course.

The district reserves the right to determine the number of credits to be awarded. Credits earned via this Option II program will not be calculated toward the overall Grade Point Average; therefore having no effect on a student’s class rank. However, the course name and actual grade earned will be noted on the student’s official transcript. If a student receives a grade from an accredited institution such as a college, it will be a graded course. The name of the course, number grade, and number of credits will appear on his or her transcript. The grade will not factor into his or her GPA. If a student participates in an Independent Study or alternate PE Program, it will be a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript. Incoming freshman students are ineligible for

Option II credit unless permission is granted from the assistant superintendent due to extenuating circumstances. **In addition, credits accrued under Option II cannot exceed 10 in a given year.**

When considering awarding credit under Option II, CCTEC is most concerned with the following:

- Does the content of the course/program satisfy the standards of the CCTEC course for which you are requesting credit? The standards may be found on the NJ Department of Education website at: <http://www.state.nj.us/education/cccs/>
- Is the program taught/organized by a certified professional/person?
- What are the goals, objectives, activities, and assessment methods of this course or program?
- What is the total number of hours associated with this program? Are there any issues involving student safety?

After your application has been reviewed, you will receive a letter documenting your Option II application status. Once your Option II program is complete and you have provided documentation of completion and/or your final grade report, you will receive a letter documenting your successful completion. This will include the name of the course, the credits, earned, and the grade (either a number grade or Pass/Fail grade). This information will then appear on your transcript.

Program Requirements for Students & Parents

The following requirements should be considered when applying for credit through Option II.

The student(s)/parent(s)/guardian(s) is/are responsible for:

- Completing the attached application and any supplemental forms by the due date.
- Only after obtaining approval for the course: Paying tuition and other costs relating to the program, including transportation, books, and lab fees.
- Providing CCTEC with all requested information including, but not limited to, academic progress, course syllabus, final grade report, instructor credentials, assessment methods, links to the academic standards, and proof of attendance.
- Providing final grade information to CCTEC. Final grade reports from an approved Option II program must be received as soon as available, but no later than two weeks after completion of the program. Please note that any final grade report that needs to be considered for graduation purposes must be received by CCTEC no later than June 1st of the graduating year. CCTEC reserves the right to administer a locally created assessment to ensure mastery of the subject matter was obtained before awarding credit.

Process for Appeal

If the proposed Option II application is declined, the student has the ability to appeal this decision. The following must occur:

- The student shall notify the Assistant Superintendent of Curriculum and Instruction in writing within three school days of notification from the committee.
- This appeal to the Assistant Superintendent should include the reason(s) the student feels he/she should be granted permission for the Option II Program.
- It should particularly address the criteria for program approval detailed above.
- The Assistant Superintendent will gather information and notify the student of his/her decision, in writing, within three days of receipt of the appeal.
- **The decision of the Assistant Superintendent is final.**

CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER



Application for Option II Credit N.J.A.C. 6A: 8-5.1(a) 2

Option II serves as an alternative to traditional high school courses and involves in-depth experiences that may be provided by school district personnel or instructors not employed by the school district. It is the responsibility of the student to obtain permission PRIOR to beginning an Option II Course. Approval to take an Option II course may be granted up to 1 year prior to taking the course. All Option II applications must be submitted at least 4 weeks prior to the start date. Option II applications are overseen by the Option II Committee that is comprised of a school counselor, teacher, and building administrator. **Credits accrued under Option II cannot exceed 10 in a given year.**

1. Student's Name: _____
2. Year of Graduation: _____
3. Title of Course: _____
4. Length of Course: Total weeks _____ Total Hours _____
5. When will the student be participating in this course? (Please attach a schedule of dates and times when the program will take place.) _____

6. Name of Teacher/Professor/Facilitator: _____
7. Certification(s) and Qualification(s) of Teacher/Professor/Facilitator (Attach all documentation necessary, i.e. resume, copy of certification, etc.) _____

8. Name and telephone number of contact person and participating institution.

9. Please attach course syllabus or detailed description of the course. This documentation must accompany this application.
10. Please indicate the reason(s) you would like to take this course instead of taking a course at CCTEC (if there is not enough space provided, please attach).

11. If the proposed coursework is intended to replace a course, please indicate which course.

12. Course grading (Please circle one): **Graded Course** **Pass/Fail Course**

If a student receives a grade from an institution such as a college, it will be a graded course. The name of the course, number grade, and number of credits will appear on his or her transcript. The grade will not factor into his or her GPA. If a student participates in an alternate PE Program, it will be a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript.

If the Option II course is satisfying a required graduation credit, CCTEC will ensure that the Option II course meets the state required New Jersey Student Learning Standards.

*****Please note the following*****

- All costs including transportation and tuition are the responsibility of the student and his/her parent(s)/guardian(s).
- CCTEC staff reserves the right to visit, monitor and/or contact the appropriate people involved in this program.
- Option II credits only count for eligibility to participate in extra-curricular activities when the course is completed. Please check with your counselor and/or school administrator for eligibility requirements.
- It is the responsibility of the student/parent to submit proof of course completion to his or her guidance counselor.
- The school district is not responsible for performing background checks on external instructors.
- CCTEC reserves the right to administer a locally created assessment to ensure mastery of the subject matter was obtained before awarding credit.

I hereby acknowledge that all information contained in this application is truthful and that I hold the school district harmless for liability. I also acknowledge that I have read and understand all the information contained in the Option II Guidelines.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Guidance Counselor's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Your Option II application proposal has been reviewed. Your request is:

____ Approved Subject Area: _____
Area Credits to be awarded: _____
Number of credits to be awarded: _____
Please provide written proof of completion within 2 weeks of course completion.

____ Not approved If you wish to appeal this decision, see the program guidelines. The deadline for any appeal is 3 school days after receiving notification.

Building Administrator's Signature: _____ Date: _____