

CSEC will acknowledge academic work done by students outside of CSEC's curriculum and will give credit at the discretion of the registrar and within the following guidelines:

- 90 hours of coursework and related activities must be accumulated and logged to earn .5 credits.
- The credit must be for course work not offered by CSEC. (exception: PE see below)
- The credit must fulfill a graduation requirement.
- The Extra-Curricular Credit Application must be filled out completely and submitted with all necessary supporting documents no later than two weeks before the end of the semester to receive credit for that semester.
- All coursework must be completed within a semester. Summer can be used to begin work on fall semester coursework. Spring semester course work must be completed and submitted no less than two weeks before the last day of school. Exception: sports teams that cross over the semester end date.
- Coursework must be supervised by a coach, trainer, parent/guardian or other trusted, qualified adult. This adult must be willing to verify that the student completed the course work as submitted.

PE Coursework Guidelines (in addition to those above)

- Activity must be directed toward a specific, measurable health and/or fitness goal. Significant progress toward that goal must be achieved.
- General activities like "walking" or "working out" are discouraged and should be limited. Activities such as learning and/or practicing a new skill, participating on an organized team or taking an exercise class are preferred.
- Several smaller goals can be pursued to accumulate the 90 hours necessary for .5 PE credit. Each goal must include at least 10 hours of work/activity and must be submitted separately.
- One out of every four hours spent pursuing a goal may be spent in classroom-type activities. i.e. research, reading, video instruction, classroom instruction, etc. Three out of every four hours must be physical activity. i.e. sports, exercise, training. Exception: Health & Nutrition.
- .5 of the 2 PE credits required for graduation may consist of 90 hours of classroom-type Health & Nutrition goals. These credits do not need to involve physical exercise-type activity. Each Health & Nutrition Goal must include a 5-paragraph essay or other project that applies what was learned in the course.