



The State Board of Education defines “mastery” as a student’s command of course material at a level that demonstrates a deep understanding of the content standards and the ability to apply his or her knowledge of the material. *Credit by Demonstrated Mastery (CDM)* is the process by which the school district shall, based upon a body-of-evidence, award a student credit in a course without requiring the student to complete classroom instruction for a certain amount of seat time. Instead of traditional course enrollment, I request the opportunity to demonstrate mastery. **Requests must be received at least 3 weeks prior to the test window.**

STUDENT INFORMATION			
Student Name:		Current Grade:	
School Name:		Student ID:	
Parent /Guardian:		Phone:	
Parent Email:		Course Request:	

I acknowledge that I understand the following:

- o Prior to the exam, I may review the content standards for the course/subject area that I am seeking to demonstrate mastery. CDM is not allowed if I am currently taking the same course.
- o The assessment will be administered in two phases.
- o **Phase 1** will include an examination to establish mastery of the foundational skills and content this course/ subject requires. When attempting to earn a credit in a course utilizing a state assessment, the test administration (i.e. Phase I) is only available online during one of the three 10-day testing windows during the months of July (Summer), September (Fall), and February (Spring).
- o I must achieve a **minimum of 90% accuracy on NCFE, CTE and local exams OR Level V** on the appropriate End-of-Course state assessment to continue in the CDM process.
- o **Retesting is not permitted.** If I am unsuccessful after one attempt I must register for and complete the course to receive credit.
- o If I earn the appropriate score, I will move onto Phase 2. If not, I will not have the opportunity to earn CDM credit for this course.
- o In **Phase 2**, I will create an artifact that reflects deep understanding of the content standards, including the ability to apply skills and knowledge expected at the end of the course. The school may require a presentation, project, or interview as evidence of my abilities.
- o The **CDM Review Panel** will make a recommendation if I can earn CDM credit. If I am successful, I will earn a “Pass” on my transcript toward graduation. No grade or quality points will be granted and the “Pass” will not be included in my GPA. An unsuccessful attempt at CDM will not be recorded on the transcript in any way.
- o I will **meet with my Counselor** to discuss the process and implications for scheduling and course/subject placement for the following term.
- o My parents and I will be allowed to file for an appeal of the outcome of this process if we do not agree with the decision of the team. The appeal must be made within 10 school days from the date the student/parent receives the outcome notification.

STUDENT NAME/SIGNATURE: _____ **DATE:** _____

PARENT NAME/SIGNATURE: _____ **DATE:** _____