

# MICHIGAN MERIT CURRICULUM PERSONAL CURRICULUM



## Personal Curriculum Supporting Materials

*The parent or legal guardian of a student may request a personal curriculum that modifies certain requirements of the Michigan Merit Curriculum. The materials in this document include forms, checklists, and resources to assist educators, students, and parents to understand and use the personal curriculum option.*

*All local district requirements must be met.*

### MDE GUIDELINES AND SUPPORTING MATERIALS

1. Guidelines

[http://www.michigan.gov/documents/mde/Personal\\_Curriculum\\_Guidelines\\_212488\\_7.pdf](http://www.michigan.gov/documents/mde/Personal_Curriculum_Guidelines_212488_7.pdf)

2. Supporting Materials

[http://www.michigan.gov/documents/mde/PC\\_Supporting\\_Materials\\_and\\_Examples\\_212489\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Supporting_Materials_and_Examples_212489_7.pdf)

**The Michigan Merit Curriculum (MMC)  
Personal Curriculum Information Sheet**

**Definition:**

A personal curriculum (PC) is a documented process that modified certain requirements of the Michigan Merit Curriculum (MMC) which must be met for the awarding of a high school diploma in Michigan. A PC must be requested on an individual basis, and must meet certain conditions to be approved.

**Who is Eligible for a Personal Curriculum?**

All students in grades 9 – 12 are eligible. Students with a documented disability and Individualized Education Plan (IEP) are eligible to modify the MMC to a greater extent than their nondisabled peers.

**Under what circumstances is a PC allowable?**

A PC is intended for high school students seeking a diploma who:

- Wish to modify the mathematics requirement
- Wish to go beyond the academic credit requirements by adding more math, science, English language arts, or foreign languages credits
- Need modified content expectations because certain MMC content expectations are not practicable for them in light of their Educational Development Plan (EDP)
- Need other modifications of MMC requirements due to the impact of their special education disabilities

**Can a Personal Curriculum be Used to Modify the Entire MMC?**

There are no modifications allowed to credit requirements in the following areas except for students with disabilities: English/language arts, science, languages other than English, civics/government, and the online learning experience.

**Who Can Request a Personal Curriculum?**

A parent, legal guardian, or a student who has adult status is the only person who can request a PC.

**When Can a Personal Curriculum Be Requested?**

A PC can be requested at any time for students with a disability. For all students, there are no timelines for requesting a PC except in the areas of mathematics and social studies. Please see a guidance counselor for more information.

**What is the Process for Requesting a Personal Curriculum?**

Fill out a PC Request Form found in both the middle school and high school guidance office. The completed form should be submitted to the high school guidance counselor.

**What Happens After a Request is Submitted?**

1. PC is requested by a parent/legal guardian or emancipated student.
2. A counselor will document receipt of the request and discuss next steps with the parent.
3. PC Committee, including the parent, student, guidance counselor, along with a school psychologist or other appropriate staff members will meet, look at the PC request along with existing performance records, the EDP, and for students with disabilities, the IEP, and decide if the request appears appropriate, given individual student need.
4. If the situation appears to require specific modification to the MMC requirements, and the modification is allowable, a PC will be created by the committee, including measurable goals and methods to evaluate those goals that are aligned with student's EDP and/or IEP.
5. In order for the PC to be implemented, both the parent/guardian/adult student and the district superintendent must agree in writing.
6. The PC is then implemented by appropriate staff.
7. Student progress is monitored quarterly by parents with each teacher of the modified area(s).
8. Revision to a PC may be made using the same process as the original PC.


**Is a Student Eligible for a High School Diploma if They Have a Personal Curriculum?**

A student who completes a PC and fulfills any additional local board or education graduation requirements is to be awarded a high school diploma.

# Michigan Merit Curriculum

## Personal Curriculum Modification Options

Subject Area Credit Requirements	Personal Curriculum (PC) Modification Required
<p>All requirements may be fulfilled in a variety of ways, including: traditional courses; Career and Technical Education; integrated sequence of instruction of the required High School Content Expectations (HSCE); online learning; Advanced Placement and college credit courses; work based learning; project based learning, etc.,</p>	
<p><b>4 English Language Arts Credits</b></p>	<p>✓ No modification except for students with disabilities</p>
<p><b>4 Mathematics Credits</b></p> <ul style="list-style-type: none"> <li>• 3 credits: Geometry, Algebra I, Algebra II; or an integrated sequence of instruction of the required High School Content Expectations (HSCE) for mathematics.1 additional math or math-related course</li> <li>• Math or math-related high school level credit in the final year</li> </ul>	<p>To qualify for a PC math modification, students must have completed:</p> <ul style="list-style-type: none"> <li>✓ 2 MMC math credit requirements (Geometry and Algebra I or equivalent) and would like a modification to complete Algebra II over two years with credit given for each year OR</li> <li>✓ 2.5 MMC math credit requirements (Geometry, Algebra I and .5 credit of Algebra II or equivalent) and have a minimum of 4 credits including math in their final year</li> </ul> <p>To graduate, students must complete:</p> <ul style="list-style-type: none"> <li>✓ A minimum of 4 math or math-related credits up through an equivalent of .5 of Algebra II and math in their final year</li> </ul> <p>Additional modifications may be available for students with disabilities</p>
<p><b>3 Science Credits</b></p> <ul style="list-style-type: none"> <li>• 2 credits: Biology, Chemistry or Physics; or an integrated sequence of instruction of the required HSCE for science from the above courses</li> <li>• 1 additional high school level science credit</li> </ul>	<p>✓ No modification except for students with disabilities</p>
<p><b>3 Social Studies Credits (no sequence required)</b></p> <ul style="list-style-type: none"> <li>• .5 Civics</li> <li>• .5 Economics</li> <li>• US History and Geography</li> <li>• World History and Geography</li> </ul>	<ul style="list-style-type: none"> <li>✓ No modification of Civics</li> <li>✓ 2 credits must be earned</li> <li>✓ Modified only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages</li> </ul>
<p><b>1 Physical Education and Health Credit</b></p> <ul style="list-style-type: none"> <li>• How this credit is offered is a local district decision</li> </ul>	<p>✓ Modification allowed only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages</p>
<p><b>1 Visual, Performing, Applied Arts Credit</b></p>	<p>✓ Modification allowed only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages</p>
<p><b>Online Learning Experience or Credit</b></p> <ul style="list-style-type: none"> <li>• Online course or learning experience OR</li> <li>• Online experience is incorporated into each of the required credits</li> </ul>	<p>✓ No modification except for students with disabilities</p>
<p><b>2 World Language Credits</b></p>	<p>✓ No modification except for students with disabilities</p>

 <small>OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT</small>	<b>REQUEST FOR PERSONAL CURRICULUM</b>	Local district Info
	Date of Request:	

STUDENT INFORMATION- <i>(Complete all sections)</i>			
Name of Student:			Grade:
Name of Parent/Guardian:		Counselor:	
Requested By:	<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> Student (18 or older)
Anticipated Graduation Date:			

<i>Use of Personal Curriculum (PC) Modification</i>	
A personal curriculum may be appropriate for a student who has demonstrated one or more of the following:	
<input type="checkbox"/>	Ability in a specific skill area consistent with a career pathway and/or a post-secondary goal or plan as determined by the EDP that requires additional or specialized instruction when there are limitations in time available for elective opportunities.
<input type="checkbox"/>	Ability to succeed in accelerated or advanced math, science, English language arts, or world languages.

MODIFICATION REQUEST- <i>Select what area(s) to Michigan Merit Curriculum are in need of proposed modification(s)</i>	
Mathematics <input type="checkbox"/> Algebra 2	<input type="checkbox"/> Visual, Performing, or Applied Arts* - 1 Credit  Additional credit in which subject?
Physical Education & Health* - 1 Credit <input type="checkbox"/> PE <input type="checkbox"/> Health  Additional credit in which subject?	Social Studies* - 3 Credits <input type="checkbox"/> World History/Geography <input type="checkbox"/> US History Geography <input type="checkbox"/> Economics  Additional credit in which subject?

\*May reduce by up to one credit if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages.

SIGNATURES			
Requested By:		Date:	
Received By:		Date:	



## Personal Curriculum Timeline/Process

School contact here

### PROCESS OVERVIEW

The Michigan Merit Curriculum requires that the student earn credits in specific subject areas in order to graduate from high school. Credits are earned when the student demonstrates competencies in content expectations in the given subject areas. The law allows certain modifications of these credits and/or expectations through the development of a personal curriculum. A personal curriculum team will meet to determine eligibility.

### KEY TERMS

EDP=Education Development Plan  
 MME=Michigan Merit Exam  
 MEAP=Michigan Education Assessment  
 PC=Personal Curriculum

### PERSONAL CURRICULUM PROCESS

	Date Completed	
1.		PC is requested by a parent/legal guardian or emancipated student.
2.		Counselor sets up committee meeting to determine eligibility. Timelines will be determined by individual districts.
3.		Staff collects documents for committee review at the eligibility committee meeting. (See list of documents on PC Eligibility Determination form)
4.		PC committee meets to review necessary documents in order to make a recommendation to approve or deny a personal curriculum. Personal Curriculum Eligibility Determination form is completed at this meeting.
5.		If PC is denied, paperwork goes to the superintendent or designee for documentation.
6.		If PC is approved, the team meets with the student and parent/legal guardian to write the PC using the student's EDP and IEP if special education eligible.
7.		PC is agreed to in writing by student, parent/legal guardian at the meeting
8.		PC is sent to the superintendent or designee to either approve or deny the plan.
9.		Appropriate staff implements approved PC. The PC must meet as much of the MMC as possible and must include measurable goals and a method of evaluation.
10.		Student progress is monitored quarterly by parents.
11.		Revision to a PC may be made using the same process as the original PC.



# PERSONAL CURRICULUM DETERMINATION FORM

School contact here

Today's Date:

## 1. STUDENT INFORMATION

Name:		DOB:		Current Grade:	
School:		Date of PC Request:			

## 2. SOURCES OF EVALUATION INFORMATION *(Check each document used to determine eligibility for the personal curriculum and attach the data that supports the recommendation)*

<input type="checkbox"/>	EDP course of study
<input type="checkbox"/>	History of goals/objectives in mathematics area that demonstrates an inability to meet grade level course expectations
<input type="checkbox"/>	ACT Plan/ACT Explore/ACT Compass
<input type="checkbox"/>	Attendance/behavioral records
<input type="checkbox"/>	Curricular assessments
<input type="checkbox"/>	Grades
<input type="checkbox"/>	MEAP/MME scores
<input type="checkbox"/>	Teacher Input
<input type="checkbox"/>	Other (specify)

## 3. RECOMMENDATION: *(Check Not recommended or Recommended)*

<input type="checkbox"/>	NOT RECOMMENDED - Describe rationale:
<input type="checkbox"/>	RECOMMENDED - Describe rationale:

*(Check which areas below, sign this document & complete the Personal Curriculum Plan)*

Mathematics  
 Physical education & Health  
 Visual, Performing, or Applied Arts  
 Social Studies

## 4. PC TEAM MEETING PARTICIPANTS IN ATTENDANCE *(Signature indicates participation)*

Student	
Parent/Guardian	
Parent/Guardian	
Counselor/Designee	
Other	
Other	



## CURRICULUM PLAN MODIFICATION(S)

Plan Start Date:

Plan End Date:

### 1. STUDENT INFORMATION-*(Complete all sections.)*

Name:

DOB:

Current Grade:

School:

### 2. MMC CREDIT AUDIT-*(Check which credits have already been earned & enter date of completion. 4 credits are required.)*

Grade 9  
Completed:

Grade 10  
Completed:

Grade 11  
Completed:

Grade 12  
Completed:

### 3. MODIFICATION REQUESTED-*(What course is proposed for modification)*

### 4. PERSONAL CURRICULUM

What are the recommended modifications of the course content expectations or credit requirement?

What is the current standard of proficiency necessary for granting credit for this course?

What level of proficiency must the student demonstrate on the modified expectations or credit requirement?

What is the measurable goal?

How will progress be assessed?

- Quarter or trimester assessment
- End of course assessment
- Student's daily work

- Homework
- Demonstration
- Other \_\_\_\_\_

PL 623 Section 5(d) states: "The pupil's parent or legal guardian shall be in communication with each of the pupil's teachers at least once each calendar quarter to monitor the pupil's progress towards the goals contained in the pupil's personal curriculum."

### 5. ADDITIONAL COMMENTS:

6. COMMITTEE MEMBERS' SIGNATURES- <i>(Signature indicates participation)</i>	
Student	High School Counselor/Designee
Parent/Guardian	Parent/Guardian
Other	Other

7. DISTRICT COMMITMENT	
<input type="checkbox"/>	I approve this personal curriculum request.
<input type="checkbox"/>	I deny this personal curriculum request.
Signature of Superintendent/Designee	Date:
Actual implementation date (Month/Day/Year)	OR the first day of the school year.