

OFFICE USE	
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Entered on transcript	_____
Date _____	Initials _____

COMMUNITY CHRISTIAN SCHOOL
Application for Transfer Credit – ACADEMICS

Student Name _____ Date _____

Address _____

Parent's Name _____ Phone # _____

Requesting Credit for what CCS course:

- English Level _____ Name of Course: _____
- Math Level _____ Name of Course: _____
- Science Level _____ Name of Course: _____
- Social Studies Level _____ Name of Course: _____

Number of credits: .5 credit (18 weeks of instruction) 1 credit (36 weeks of instruction)

Course taken at: Home Other _____

Date course began _____ Date course finished _____

How many total hours of instruction did the student receive? _____

How many total hours of independent study or practice did the student spend? _____

Who taught the class? Parent Tutor _____ Phone _____

Primary textbook(s) or published curriculum used (title & publisher):

Please give a brief description of the course:

Documentation (please check any that are submitted with this form – not all required for every subject):

- Overview or Time Log Final Exam Research Paper Reading List Lab manual

Please evaluate the student's performance: A (90-100) B (80-89) C (70-79)

As the instructor of the course, I confirm that the information provided on this form is correct and that this student has completed assignments and independent practice reasonably comparable to that expected for a high school credit-bearing course.

Signature of Instructor

COMMUNITY CHRISTIAN SCHOOL

GUIDELINES FOR TRANSFER CREDIT – ACADEMICS

A student may receive credit for a high school academic course not taken at CCS including:

- a credit-bearing class taken at an accredited public or private high school,
- a credit-bearing class taken at a college or college extension program,
- a class taken at a specialty school or non-accredited program,
- private lessons from a paid tutor or instructor, or
- home lessons taught by the parent or qualified tutor.

All courses should be reasonably equivalent to the content, level, and rigor of a CCS academic course. However, the course does not have to be only those offered at CCS (e.g., World Literature, World Geography, Biology, etc.). CCS will review the courses based on the time spent and the content covered.

- 1) If the course was taken at an accredited public or private high school or college, please furnish an official grade record (e.g., transcript) to receive credit for the course.
- 2) If the course was taken at a non-accredited school OR private or home lessons, CCS will review the course based on the time spent and the content covered.

Time:

The instructor should provide a detailed course overview to show the lessons and homework covered on a weekly basis, OR students may document the time spent in classroom instruction and the time spent doing independent study or practice in a time log. At least one of these must be turned in to document time spent in the course.

- .5 credit: students must spend a minimum of 40 hours instruction from the teacher and 40 hours of independent study or practice for a total of 80 hours.
- 1 credit: students must spend a minimum of 80 hours instruction from the teacher and 80 hours of independent study or practice for a total of 160 hours.

Content:

The instructor should use the CCS course overview as a guide when determining reasonable content for the course. Students should demonstrate at least 70% mastery of all course assignments to include independent practice, exams, and projects or reports if applicable. The instructor must furnish documentation for the course based on the following requirements.

English courses

Students should use a high school level literature textbook and complementary curriculum that includes literature (reading comprehension and analysis), grammar and punctuation, and vocabulary/spelling. Students should gain proficiency in various types of writing appropriate for their grade level, including creative writing (e.g., poetry and short stories), literary essays, style analysis essays, and persuasive research papers (using the MLA format). Students must read selected novels throughout the course to supplement the literature textbook that is used (document on a reading list). Required documentation: course overview or student time log, final comprehensive exam, research paper, and reading list.

Math courses

Students should use a high school level textbook, complementary curriculum, and/or computer curriculum to learn and practice the content and skills required. Students should gain proficiency through lessons, independent practice, and memorization. Required documentation: course overview or student time log and final comprehensive exam.

Science courses

Students should use a high school level textbook, lab manual, other complementary curriculum, and/or computer curriculum to learn and practice the content and skills required. Students should gain proficiency through lessons, independent practice, labs, and a science project. Required documentation: course

overview or student time log, lab manual (notebook documenting practical experiments and lab activities related to course content).

Social Studies courses

Students should use a high school level textbook, complementary curriculum, and/or computer curriculum to learn and practice the content and skills required. Students should gain proficiency through lessons, independent practice, and memorization. Required documentation: course overview or student time log and a comprehensive final exam.

Application for Credit:

- ❑ The instructor should complete the **Application for Transfer Credit – Academics** with signature.
- ❑ Return it to the CCS Academic Counselor **with required documentation**.
- ❑ Each application for credit must be approved by the appropriate department head or teacher at CCS.
- ❑ The department head or teacher may contact the instructor for additional information if necessary.
- ❑ Once approved, the course name and credit will be added to the student's official transcript (note: no grade will be given, or grade points averaged into the GPA). Transferred courses will be differentiated from those taken at CCS.

If the required documentation is not available, the student may obtain credit if:

- 1) The student demonstrates mastery of the material at an earlier level by successfully passing a CCS placement exam and completing the first semester of work on level with a grade of C or above. For example, a student passes the Algebra II placement exam and makes a 70 during the first semester. He will be given transfer credit for Algebra I. The parent must still submit an **Application for Transfer Credit** form.
- 2) The student passes a “credit by exam” test for high school credit. The parent must provide official test results as documentation.
- 3) Under the direction of a teacher in the department, the student writes a comprehensive research paper over the required subject, which convinces the teacher that the student has mastered the course material and should be granted the requested credit.