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COMMUNITY CHRISTIAN SCHOOL
Preliminary Application for Transfer Credit – ACADEMICS
2017-2018
For Currently Enrolled High School Students

Student Name _____ Date _____

Class of _____

Parent's Name _____

E-Mail _____ Phone # _____

Will be requesting credit for the following course(s):

English Level _____ Name of Course: _____ Grade _____

Please indicate how student is taking class:

- At the following institution _____
- Online through _____
- Tutored by _____
- Parent as instructor

Number of credits anticipated:

1.5 credits (18 weeks of instruction) 3 credits (36 weeks of instruction)

Date course began _____

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

Please give a brief description of the course:

Math Level_____ Name of Course:_____ Grade_____

Please indicate how student is taking class:

- At the following institution _____
- Online through _____
- Tutored by _____
- Parent as instructor

Number of credits anticipated:

- 1.5 credits (18 weeks of instruction) 3 credits (36 weeks of instruction)

Date course began _____

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

Please give a brief description of the course:

Science Level_____ Name of Course:_____ Grade_____

Please indicate how student is taking class:

- At the following institution _____
- Online through _____
- Tutored by _____
- Parent as instructor

Number of credits anticipated:

- 1.5 credits (18 weeks of instruction) 3 credits (36 weeks of instruction)

Date course began _____

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

Please give a brief description of the course:

Social Studies Level_____ Name of Course:_____ Grade_____

Please indicate how student is taking class:

- At the following institution _____
- Online through _____
- Tutored by _____
- Parent as instructor

Number of credits anticipated:

- 1.5 credits (18 weeks of instruction) 3 credits (36 weeks of instruction)

Date course began _____

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

Please give a brief description of the course:

Foreign Language Level_____ Name of Course:_____ Grade_____

Please indicate how student is taking class:

- At the following institution _____
- Online through _____
- Tutored by _____
- Parent as instructor

Number of credits anticipated:

- 1.5 credits (18 weeks of instruction) 3 credits (36 weeks of instruction)

Date course began _____

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

Please give a brief description of the course:

IMPORTANT: Please review the attached guidelines for documentation that will be requested upon course completion.

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
- lessons taught at home 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, documentation provided, and content covered.

Time:

The instructor should provide a detailed course overview to show the lessons and homework covered on a weekly basis, the time spent in classroom instruction, and the time spent doing independent study or practice in a time log. These must be turned in to document time spent in the course.

- 1.5 credits: Students must spend a minimum of 35 hours instruction from the teacher and 40 hours of independent study or practice for a total of 75 hours.
- 3 credits: Students must spend a minimum of 75 hours instruction from the teacher and 75 hours of independent study or practice for a total of 150 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. If an official transcript from an accredited school or college is not available, the instructor must furnish assessments showing completion of a minimum of 80% of a textbook's content in addition to the following discipline 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 (table of content), student time log, all chapter exams, 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 (table of contents), student time log, and all chapter exams.**

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 (table of contents), student time log, lab manual (notebook documenting practical experiments and lab activities related to course content), and all chapter exams.**

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 (table of contents), student time log, research paper, and all chapter exams.**

Foreign Language courses

Students should use a high school level textbook, published curriculum, and/or computer curriculum to learn the language. Students should gain proficiency in the language through lessons, interactive activities, oral drill, and memorization. Students should demonstrate at least 70% mastery through independent assignments and/or exams. **Required documentation: Course overview (such as table of contents), student time log, and all chapter exams.**

Application for Credit:

- ❑ The instructor should complete the **Application for Transfer Credit – Academics** with signature.
- ❑ Return it to the CCS Academic Advisor **with required documentation.**
- ❑ Each application for credit must be approved by the Academic Team.
- ❑ The Academic Advisor may contact the department head for additional evaluation if necessary.
- ❑ Transferred academic courses will be counted toward graduation requirements, but they will not be reflected on the CCS official transcript. Students will need to have academic courses recorded on separate (official or homeschool) transcript.