

Guidelines for Transfer credit

Christian Life Preparatory School accepts application for transfer credit from any student who is currently enrolled at CLPS or who is entering CLPS for the first time. The application will be reviewed and approved by the Academic Advisor before credit will be granted. Simply turning in an application for transfer credit does not ensure approval. Please review the three different procedures for acceptance of transfer credit, and submit an application accordingly. The class submitted for transfer credit must be equivalent in content, level, and rigor offered by Christian Life Preparatory School.

I. Students Transferring credits from an accredited high school

- A. The student must have a final grade of 70% or higher.
- B. Submit an official transcript from the school where the student received the actual credits.

II. Students Transferring credits from a private unaccredited high school or informal setting with a paid Instructor

- A. An official grade report must be submitted. The student must have a final grade of 70% or higher.
- B. The student must have used a standard high school level textbook. (Please note that a fill-in-the-blank workbook approach will not be acceptable.)
- C. Submit the results of closed book tests or essays, completed projects, research papers, etc.
- D. The results of an end-of-course cumulative exam must be submitted. A grade of 70% or higher is required for transfer credit approval.
- E. The student must have received an equivalent amount of time with the instructor as a student who is enrolled in a CLPS course would. For example, a student who is enrolled for a one 3 credit-bearing course will receive 48 hours of instruction time from the instructor. Therefore, in order to receive 6 credits for any one complete course (first and second semester), a student must receive 96 hours of instruction time. Instruction time does not include the time spent on homework and/or projects. One credit is equivalent to 16 hours of instruction. Two credits are equivalent to 32 hours of instruction. Time expectations may vary depending on whether the course is academic, fine arts, elective, P.E., etc.

III. Students Applying for credits from home-school instruction

- A. The student must have a final grade of 70% or higher.
- B. The student must have used a standard high school level textbook. (Please note that a fill-in-the-blank workbook approach will not be acceptable.)
- C. Submit the results of closed book tests or essays, completed projects, research papers, etc.
- D. The results of an end-of-course cumulative exam must be submitted. A grade of 70% or higher is required for transfer credit approval.
- E. The student must have received an equivalent amount of time with the instructor as a student who is enrolled in a CLPS course would. For example, a student who is enrolled for a one 3 credit-bearing course will receive 48 hours of instruction time from the instructor. Therefore, in order to receive 6 credits for any one complete course (first and second semester), a student must receive 96 hours of instruction time. Instruction time does not include the time spent on

homework and/or projects. One credit is equivalent to 16 hours of instruction. Two credits are equivalent to 32 hours of instruction. Time expectations may vary depending on whether the course is academic, fine arts, elective, P.E., etc.

- F. A final exam or research paper must be submitted. CLPS reserves the right to request additional documentation for the course. In the event that a student does not have the required final exam(s) and/or research paper the following methods may be used to transfer credit:
- i. A student may demonstrate mastery of the material of an earlier level of math, English, or a foreign language by successfully passing a CLPS entrance exam and at least one semester of work with a grade of C or better. (For example, if a student passes the entrance exam to Algebra II and makes at least a C in Pre-Calculus the first semester then the transfer credit for Pre-Calculus would be accepted.)
 - ii. CLPS may decide to develop comprehensive exams for subjects such as History and Science. Upon successful completion of these exams a student would receive credit.
 - iii. Under the direction of a teacher in the department from which a course for credit is being requested, a student may write a comprehensive research paper over the required subject. This paper would then be reviewed by the department chair, who would then make the decision if the student had grasped the appropriate amount of knowledge from the previous course. Please note that CLPS will make the decision as to which method of approval will be used.

Application for Transfer Credit

- A \$25 processing fee is required for each Transfer Credit Application
- Please refer to the school catalog for the course description to ensure that you have met the general requirements of the course.
- Each application must include documentation of the student's work in order to process this application. Please refer to Guidelines for Transfer Credit for more information or contact the Academic Advisor.
- Christian Life Preparatory School may request additional documentation for this course.
- Although Christian Life Preparatory School may accept this course for diploma credit, CLPS is not in a position to validate this course for any other educational institution.
- All requests will be reviewed according to the Guidelines for Transfer Credit .
- If this course is accepted, it will appear on the student's transcript as a 'T' for the grade, however, transferred courses will not be calculated into the student's overall grade point ratio.

Student Name: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Current Grade: _____

Parent's Name: _____ Phone Number: (_____) _____

Academic Transfer Course Information

Name of Course: _____ Full Year: ___ 1st Semester: ___ 2nd Semester: ___

Course taken at (please check one): ___ Home ___ School ___ Other: _____

Name of School: _____ Phone Number: (_____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Instructor of the course: _____

Instructor Qualifications: _____

Text/Curriculum Used: _____

Was text completed? _____ If not, how much was covered? _____

Date Course Began: _____ Date Course Ended: _____ Total Number of Weeks: _____

Hours of Direct Instruction time per week: _____ Time spent outside of class: _____ (study/practice time)

Course Grade Received: _____ How was the grade determined? _____

Describe the method of evaluation for this course (types of tests, homework, reports, projects, how much of each, teacher observations, etc.): _____

Describe the course. Include all major topics: _____

Signature of Instructor: _____ Date: _____