

DENTON CALVARY ACADEMY
REQUEST FOR TRANSFER OF CREDIT COURSE - FALL, SPRING, SUMMER SEMESTER (Circle One)

NOTE: Upon submission of this completed form to the Academic Advising office, the Academic Committee will convene to consider your request.

PART I: Student Information

Name _____ Date: _____
(Last) (First) (MI)

Parent's Name _____ Phone: _____

Current mailing address _____ Email _____

PART II: Course Information

Name of Course requesting to take _____ Semester 1 Semester 2

Calvary Course Equivalent _____ Have pre-requisites for this course been met? Yes No

If prerequisites have not been met, how do you plan to meet them before beginning the requested course?

Curriculum Publisher and text: _____

Instructor for course: _____
(Name) (Phone number and/or email)

Will this course be completed through another accredited educational institution, such as through Texas Tech University's Extended Learning Program? Yes No If yes, which institution? _____

Please give a brief overview and description of objectives which will be met in the taking of this course: (You may attach a course description and/or scope and sequence for each course of study.)

If applying to take a high school English course, list literature works to be read;

Describe how the semester grade will be determined? (percentages of daily work, quizzes, tests, projects etc.)

Transfer of credit courses will be approved and completed on a semester by semester basis. The process of requesting course approval must be done twice (except summer) to earn a full year's credit in any course. This request is due by the end of the second full week of classes in the fall or spring semesters. The Academic Committee of Denton Calvary Academy will review your request for transfer credit. Upon approval, the student has until the last day of the semester (or two weeks prior to graduation for seniors) to complete the semester course work and turn in the required paperwork, including, but not limited to the Course Approval Form, detailed weekly lesson plans, method of evaluation used in determining grades, the last three tests given, including the semester exam, any papers written which show critical thinking skills, and any projects done which show skill and proficiency in courses such as foreign language, fine arts, and/ or computer science.

Although Denton Calvary Academy may accept this course for graduation, DCA is not in a position to validate this course for any other educational institution. This course, if accepted, will appear on the student's transcript as a transfer credit only and will not be included in the calculation of grade point average (GPA).

Please read and sign below:

We understand the policies of requirements set forth by DCA regarding transfer credits. We acknowledge that it is our responsibility to follow these policies and fulfill all requirements. Failure to do so can and will result in the course not receiving approval and may prevent the student from graduating.

(Parent Signature) (Date) (Student Signature) (Date)

OFFICE USE ONLY:

Academic Committee Approval Granted: Yes No Fee \$ _____ Paid Put on tuition bill
Date of Decision _____ Deadline for Course Approval documents _____