

# Guidelines and Procedure for Transfer Credit Evaluation



## DENTON CALVARY ACADEMY

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Students who choose to take a course off campus must follow the procedure for requesting transfer credit detailed in the guidelines to follow. It is the responsibility of the Denton Calvary family to follow these policies and fulfill all requirements. Failure to follow policies, fulfill requirements, or submit complete and accurate documentation will result in the course's not receiving approval and may cause the student not to graduate.

**The deadline to request transfer credits:**

**Fall semester: Friday of the first week of school**

**Spring semester: Friday, the last day of quarter 2**

**Summer semester: Friday, the last day of quarter 4**

### Transfer Credits for High School Students New to DCA

Students must submit transcripts or, in the case of homeschooled students, a listing of courses taken prior to admittance. All prior coursework must be submitted for approval using the method set forth in the Guidelines for Transfer Credit and approved by the Academic Committee before the first day of class. All transferring high school students must fulfill the requirements for all course work as determined by DCA. Any student who does not meet the requirements must fulfill the requirement by completing the appropriate course at Denton Calvary. See current DCA Parent/Student Handbook for more details.

### Guidelines for Transfer Credit

**All Transfer Credits (except Fine Art credits) must come from an accredited or private school:**

To meet the school's criteria, a transfer credit must have a passing final grade and be a credit-bearing class from an accredited high school or online program, which is equivalent in content, level, and rigor to the required Denton Calvary course. The Academic Committee reserves the right to verify that the course content is equivalent to that required at Denton Calvary.

**Transfer Credit for Fine Arts Requirement**

A fine art credit may be earned through private instruction or a class as listed above. Students must complete all transfer paperwork and receive approval of the curriculum and course instructor before beginning private instruction. **Students requesting transfer credit through private instruction must complete sixteen hours of direct instruction per semester, combined with thirty-two hours per semester of chronicled outside practice/independent work.** In lieu of coursework and tests, submission of the following will be required with the Course Approval form:

- Log recording hours of instruction (initialed by private instructor),
- Log showing practice time (initialed by parent), and
- Depending on the type of fine art taken by the student, photographs, an audio recording, or a video of the student showing acquired proficiency.

### **Transfer Credit Fee**

There is a **\$500 per semester fee** for transfer courses taken while enrolled at Denton Calvary Academy. The fee is due upon the initial request for the transfer course with the related forms.

### **Proctoring Fee**

Families who require test proctoring for a transfer course may be subject to a **\$50 fee per proctoring session**. This fee is due at the time of the proctoring session.

### **Late Fee**

Students who turn in their Course Approval Form and transfer course work/time logs after the stated deadline will be subject to a **\$50 per month late fee**. Additionally, work turned in late may hinder a student from approval to begin the next semester of coursework in the transfer credit process.

(Continued on Reverse)

### **Procedure for Requesting Transfer Credit**

1. Transfer courses are accepted on a **SEMESTER** basis. Each semester will be evaluated separately and credit will be given by semester only.
2. Complete a "Request for Transfer Credit" form. The student and parent must sign the form acknowledging that they understand and agree with the requirements and policies set forth for transfer credits. This form must be turned in for the first semester of a course within the first week of the school year, and within the final week of the second quarter for the second semester. The request must be approved by the Academic Committee before the student may begin the course.
3. Upon approval, the student may begin the course semester using the approved curriculum from an accredited institution (except fine art credits). **Any changes must be approved by the Academic Committee before beginning course work.** Failure to gain approval for changes will result in the course not receiving credit.
4. Upon completion of the course semester, students must submit a transcript or official grade report to the Academic Advisor. Students seeking Fine Art credits should also submit proof of proficiency such as, but not limited to, a performance audio or video, and the Instruction/Practice time log.
5. Approval of the course semester will result in the student receiving one-half transfer credit and allow him/her to proceed to the next course in the sequence, if needed. Failure to follow the guidelines put forth by DCA will result in the denial of credit for the course semester and will require the student to take said course at DCA to fulfill the required credit.
6. DCA retains the right to require a comprehensive exam to verify mastery of course objectives and content as deemed by DCA. The student may also be required to demonstrate critical thinking skills through a writing assignment.
7. Fees for courses transferred and for exams proctored will be assessed according to the current DCA Parent/Student Handbook.

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 January 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)

<b>OFFICE USE ONLY:</b>			
Academic Committee Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee \$ _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Put on tuition bill
Date of Decision _____	Deadline for Course Approval documents _____		