



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Transfer Credits
Policy Number:	IKAA-TCA-R-1
Original Date:	02/13/2004
Last Reviewed:	5/5/2022
Category:	Instruction
Author:	Registrar
Approval:	Director of Academic Services

INTRODUCTION

Students transferring to The Classical Academy (TCA) High School or TCA College Pathways (CP) high school, will have their incoming transcript reviewed in light of the applicable TCA program requirements for graduation. All courses will be reviewed for appropriate academic equivalency and rigor. TCA and Academy School District 20 (ASD20) only accept letter grades listed on official transcripts from accredited schools (*with the exception of homeschool courses approved for transfer*).

No credit will be given for classes taken outside of TCA that the student would not have received credit for if the class had been taken at TCA. For example, credits earned for competitive athletics, Driver’s Ed, or non-academic study halls will not be accepted towards TCA’s graduation requirements. These types of courses will be documented on the TCA transcript with credit attempted but without credit earned or grade received.

Academic classes taken for credit that do not correspond to courses offered at TCA may be transferred in as an elective if a course description is provided that meets TCA standards for credit. For example, classes offered at another school in religious education, vocational skills, languages, etc. not offered at TCA, may be credited as a TCA elective with administrative approval. If approved, that class will be documented on the TCA transcript with credit attempted and earned and grade received. If not approved, that class will be documented on the TCA transcript with credit attempted but without credit earned. Incoming students and their parents will be informed of courses that transfer and meet graduation requirements.

If a student does not have enough credits to graduate from TCA based on incoming credits and potential for credit accumulation by the student’s normal time sequence for graduation, careful consideration should be given to whether or not it is in the student’s best interest to transfer to TCA. A College Pathways 11th grade transfer student must be college ready in Math *or* English and 12th grade transfers must test college ready in Math *and* English. If a student cannot meet these requirements, administration may deny admission to the student regardless of their priority status. If a student transfers to The Classical Academy, it is the student’s and parent’s responsibility to verify appropriate requirements will be met for graduation.

SUMMER SCHOOL COURSES

Students may take summer school courses due to a failed course at TCA. The summer school course must be approved by TCA administration as an appropriate substitute for the TCA course. *Please see Policy IKAA-TCA-R-2: Course Retakes for further details.*

POSTING TRANSFER CREDITS

For College Pathways, the College and Career Advising office is responsible for the review and approval of transfer credits and for the TCA High School, the College and Career Connections office is responsible for the review and approval of transfer credits. The TCA Registrar office is then responsible for creation of the new transcript and posting transfer credits based on the transfer student's official high school transcripts and approvals from the appropriate office as outlined above.

If a student transcript reports grades in both letters and percentages, the letter grades will be used. If a transcript has only percentage grades, the transfer grade will be entered as a letter grade based on the TCA grading scale. *See Policy IKAA-TCA: Secondary Grading Systems.*

Credits transferred will be aligned with the TCA model of one semester equals one credit regardless of the credit amount assigned by the sending institution except for concurrent credit which will be evaluated on a case-by-case basis.

TCA Traditional High School only: For the Traditional High School, approved transfer credits are posted with credits attempted, credits earned, and the grade received. These courses are listed as noted on the official transcript received, will not be given any weight, and are not to be calculated into the student's Grade Point Average (GPA).

TCA College Pathways only: For CP, approved transfer credits are posted with credits attempted, credits earned, grade received, and weight based on the TCA grading scale. Credits transferred from any accredited school will have the TCA weight and grading scale applied, except for Advanced Placement (AP) or International Baccalaureate (IB) courses which will retain the weights originally assigned. A student may receive elective credit but no grade for "Senior Assistant," if the student transfers from TCA Traditional.

Homeschool Credits only: Students' homeschool credits are reviewed for acceptance as transfer credits and may only be awarded credit as P/F, in accordance with D20 grading practices. It is the responsibility of the parent to maintain homeschooled students' records as well as the actual grade earned in home school course(s). Additional documentation such as course description(s), syllabi, and course standards, may be required in order to review the course for credit. This policy, as it pertains to homeschooled students at College Pathways, will be effective with the 18-19 school year starting with new enrollments. All other students (rising 10th-12th graders for AY 18-19) will be grandfathered to accommodate the current grading practices under which they enrolled.

MIDDLE SCHOOL COURSES

Courses completed in Middle School may be used to meet graduation requirements and are documented but will not be reflected on the high school transcript.

CHANGES OR ADJUSTMENTS

Additional credits may be requested and reviewed. The same standards will be applied to these courses, and they will be reviewed and documented via the appropriate administrative office as listed above.

This policy and TCA Policy IKAA-TCA-R-2 replace ASD20 Policy IKAA-R.

Cross References

IKAA-TCA: Secondary Grading Systems
IKAA-TCA-R-2: Course Retakes
IKF-HS-TCA High School Graduation Requirements
IKF-CP-TCA: College Pathways Graduation Requirements

Legal References

C.R.S. 22-32-109
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Policy Revision History

<i>Date</i>	<i>Revision Details</i>	<i>Revised By</i>
2/15/13	Reformatted Policy into new template. Completed annual review.	Kara McIntyre
2/01/19	Policy updated and renumbered from IK-T-TCA to IKAA-TCA-2 due to D20 policy renumbering. Policy JG-C-TCA was incorporated into and replaced by this policy. CP policies and procedures added.	Registrar
5/5/2022	Updated policy # to IKAA-TCA-R-1 from IKAA-TCA-2. Updated corresponding policy numbers and removed duplicate summer school information outlined in IKAA-TCA-R-2.	Registrar