

AWARDING TRANSFER CREDITS

For Madison County Public Schools, the standard unit of credit for graduation will be based on a minimum of 140 clock hours of instruction.

A. Madison County Public Schools secondary schools will accept all credits and letter grades for transfer earned at Virginia public schools.

B. Madison County Public Schools secondary schools will accept all credits earned in accredited secondary schools, including summer schools, special sessions, schools accredited through the Virginia Council for Private Education, accredited private programs, and educational programs operated by the state. Credit shall also be accepted for courses satisfactorily completed in accredited colleges and universities when prior written approval of the principal is obtained.

The subsequent three conditions must be met for each course requested for transfer:

1. The course, to be transferred, is included in the Madison County Public School program of studies or principal approval.
2. The course, to be transferred, meets the aligned Virginia Department of Education curricular standards.
3. The student must take and pass the Standards of Learning end of course assessment for verified credit, if applicable.

Following credit transfer approval, the transferring letter grade will be entered on the student's transcript.

C. Students transferring from out of state private schools, non-accredited schools, or from non-accredited home schooling or non-accredited programs, receive credits on the basis of evidence and principal approval.

The following must be provided prior to the review of transfer credit:

1. List of courses, course descriptions including time allotment per course, syllabi, and grades;
2. Results of standardized tests or results of objective-referenced tests.

The subsequent three conditions must be met for each course requested for transfer:

1. The course, to be transferred, is included in the Madison County Public School program of studies or principal approval.
2. The course, to be transferred, meets the aligned Virginia Department of Education curricular standards.
3. The student must take and pass the Standards of Learning end of course assessment for verified credit, if applicable.

These credits will be recorded as pass/fail, and they will not be used in determining class rank.

Placement of students will be determined by the principal and will be tentative depending on adjustment and academic success. Should this placement process require more than one day, the student will be placed in the grade level or in the courses that seem appropriate according to school records; such placement is temporary, and parents or legal guardians should be so informed.

(continued)

Regulatory Authority:

Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8
VAC 20-131-60.D *et seq.*

Adopted: October 10, 2016