

## **Guidelines for Transfer Credit**

Dominion Academy of Dayton accepts application for transfer credit from any student who is currently enrolled at DA or who is entering DA for the first time. There are guidelines that must be met by the student and then reviewed 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.

### **Academic Courses**

#### **If a student is ...**

##### **I. Transferring credits from an accredited high school, then ...**

- A. The class submitted for credit is a credit bearing class.
- B. The student must have a passing final grade.
- C. Submit an official transcript from the school where the student received the actual credits.
- D. The class must be equivalent in content, level, and rigor offered by Dominion Academy of Dayton.

#### **If a student is ...**

##### **II. Transferring credits from a private unaccredited high school or informal setting, then ...**

- A. The class submitted for credit (which is from a private or informal setting with a paid instructor) must be equivalent in content, level, and rigor offered by Dominion Academy of Dayton.
- B. An official grade report must be submitted.
- C. The student used a standard high school level textbook. (Please note that a fill-in-the-blank workbook approach will not be acceptable.)
- D. The student took closed book tests or essays, completed projects, research papers, etc., depending on the level and type of course material on a regular basis.
- E. An application for transfer credit must be submitted with the above requirements. This application is located in the Office.

#### **If a student is ...**

##### **III. Applying for credits from home-school instruction, then ...**

- A. The student used a standard high school level textbook. (Please note that a fill-in-the-blank workbook approach will not be acceptable.)

- B. The student took closed book tests or essays, completed projects, research papers, etc., depending on the level and type of course material on a regular basis.
- C. The student received a passing grade.
- D. An application for transfer credit must be submitted with the above requirements. This application is located in the Office.
- E. A final exam or research paper must be submitted. Dominion Academy of Dayton 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: (a) A student may demonstrate mastery of the material of an earlier level of math, English, or a foreign language by successfully passing a DA 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 would be accepted.) (b) DA may decide to develop comprehensive exams for subjects such as history and science. Upon successful completion of these exams, a student would receive credit. (c) 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, which would then make the decision if the student had grasped the appropriate amount of knowledge from the previous course. Please note that DA will make the decision as to which method of approval will be used.
- F. Transfer credits will be recorded on the Dominion Academy transcript, but the letter grade will not be calculated into the DA cumulative grade point average.
- G. If a student wishes to have their transfer credits counted in the DA cumulative grade point average, the student must take the Dominion Academy final exam in that subject. The cost for taking the exam is \$100. This fee includes the cost of the exam, the proctoring, and scoring.

*In the event that a student receives a C or lower on the final exam, the parent will have the option to withdraw the Transfer Credit Application; however, no refund will be given.*

## **Elective Courses**

In the event a student wishes to apply for transfer of elective courses, DA must receive a signed form from the official instructor of the class. This form is located in the Office, and must contain satisfactory information regarding the student's level and amount of work. Credits will be applied accordingly to the number of hours the student was instructed.

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