

BOARD POLICY**Descriptor Code: JBC(4)****Awarding Units and Transferring Credit**

The Webster County Board of Education shall fully comply with the requirements of Georgia Board of Education Rule 160-5-1-.15 Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades and the State Department of Education's Guidelines for Awarding Units of Credit. All terms used in this policy are as defined in the Rule and its Guidelines.

The requirements of this policy shall apply to all students regardless of the date they first entered the ninth grade.

Awarding Units of Credit

1. Students shall be awarded credit only for courses that include concepts and skills based on the state –adopted curriculum for grades 9-12 approved by the State Board of Education (SBOE) in accordance with the provisions for each program or course described in the State Board Rule(s) and State Department Guidelines.
2. The Board shall not award units of credit for middle school courses that are based on the state-adopted curriculum for grades 9-12.
3. The superintendent or designee is authorized to established procedures whereby a student may earn course credit by demonstrating subject area competency without regard to the amount of instructional time the student spends in the course. Students and parents shall be advised of such opportunities through the student handbook and/or advisement materials.
4. An eligible student may earn course credit by “testing-out,” which means scoring at the “Exceeds” level on a state End of Course Test (EOCT) prior to taking the course. Students attempting to test-out must have parent permission and their parents shall be informed of potential costs prior to the EOCT administration. The cost of EOCT administration to students who attempt to test out, but who do not score at the Exceeds level shall be paid by the parent or students. Course credit earned through testing-out shall be reported in the same way as credit earned through course completion. A student's numerical grade for a course in which the student tests out shall be determined by converting the student's EOCT scale score to a prorated numerical score using the state EOCT conversion scale for that subject. Student eligibility criteria for earning credit by EOCT “testing-out” and information regarding grade assignment and collection of any associated fees shall be included in the student handbook and/or advisement materials.

Accepting Transfer Credit and Grades

1. The Board will accept student course credit earned in an accredited school, which must have been accredited or hold provisional status at the time the credit was earned.

2. The Board will not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the courses presented for credit include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the SBOE.
3. Transfer credit shall be validated for courses taken at non-accredited schools, home study programs, and non-traditional educational centers.
 - a. Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed at the appropriate grade level in a probationary placement based on the student's records in prior schools or programs and satisfactory performance in a district school based on satisfactory performance on standardized or locally developed tests focusing on grade level or subject area.
 - b. High school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed in the appropriate grade level based on the number of units earned toward graduation. Units of credit shall be granted for courses that meet state-adopted curriculum standards for grades 9-12; OR based on satisfactory performance on standardized or locally developed tests focusing on subject area. High school transfer students must take state-mandated assessments, including applicable End of Course Tests.
4. For student transcript purposes, grades for courses taken by transferring students will be accepted as recorded on the transcript from the issuing school or program. Letter grades for high school transfer students will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using a conversion formula established by the Superintendent or designee. Transferred courses titles, if necessary, will be changed to appropriate course titles in the list of state funded courses.
5. The Superintendent or designee(s) will be responsible for having a process in place for:
 - a) Determining whether transfer courses meet the state-adopted curriculum;
 - b) Placing transfer students at the appropriate level and granting units of credit for high school students based on this policy;
 - c) Administering any required EOCT in accordance with state assessment guidelines and the state rule concerning transfer credit; and
 - d) Ensuring that grades are placed on student transcript.

Rule 160-5-1-.15 Awarding Units of Credit and Acceptance of Transfer Credit

Webster County School District

ADOPTED: April 10, 2006
 REVISED: August 12, 2013