

**AWARDING UNITS AND TRANSFERRING
CREDIT****Date: July 13, 2015**

The Lee County Board of Education (“Board”) 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 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 establish 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 (located on schools’ websites) 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 assessment (EOC) 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 EOC administration. The cost of EOC administration to students who attempt to test out, but who do not score at the Exceeds level shall be paid by parent, student or guardian. Payment is required prior to testing. If the student scores at Exceeds level, the amount will be reimbursed. 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 EOC scale score to a prorated numerical score using the state EOC conversion scale for that subject. The student will receive regular academic credit. (No Honor’s credit will be awarded). Student eligibility criteria for earning credit by EOC “testing- out” and information regarding grade assignment and collection of any associated fees shall be included in the student handbook located on school’s webpage 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 Lee County school for one grading period.
 - 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 and are successfully validated or grades 9-12. Students transferring in with no academic records and/or credits will be granted probationary placement pending satisfactory performance in Lee County for one grading period. High school transfer students must take any 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 course 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 EOC in accordance with state assessment guidelines and the state rule concerning transfer credit; and
 - d) Ensuring that grades are placed on student transcripts.