

## BOARD POLICY

**Descriptive Code: JBC (2)  
Formerly JBCCB**

### **ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES, ASSIGNMENT TO CLASSES**

**Date: July 8, 2008**

---

#### **DEFINITIONS**

- (A) **Accredited School** – an elementary, middle or secondary school accredited by or holding provisional status from the Georgia Accrediting Commission, **the Georgia Association of Christian Schools, the Association of Christian Schools International, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools**, one of the **member** accrediting agencies of the Georgia Private School Accreditation Council, and/or one of the following regional accrediting agencies:
1. Middle States Association of Colleges and Schools (MSA)
  2. New England Association of Schools and Colleges (NEASC)
  3. North Central Association of Colleges and Schools (NCA)
  4. Northwest Association of Schools and Colleges (NASC)
  5. Southern Association of Colleges and Schools (SACS)
  6. Western Association of Schools and Colleges (WASC)
  7. **The Alabama Independent School Association**
- (B) **Validation** – the process of verifying credits earned.

#### **REQUIREMENTS**

- (A) The Columbia County School System accepts high school transfer credits as validated by transcript only from schools accredited by a regional or state accrediting agency. **The school shall have been accredited or holding provisional status at the time the credit was earned.**
1. The Columbia County School System shall not substitute courses and exempt students from the required secondary minimum core curriculum in the college preparatory and technical/career diploma programs unless the student transferred from an accredited secondary school or the courses presented for credit meet criteria identified in local procedures.
  2. In situations where a transferring student's transcript from an accredited school does not provide numeric grades, the student will be awarded credits; however, the following letter grade conversions will be used: A+ 98 , A 95, A- 92, B+88, B 85, B- 82, C+ 78, C 75, C- 73, D 71, F 65

**PAGE 2 OF 6 – POLICY JBC (2) – ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES, ASSIGNMENT TO CLASSES**

(B) The Columbia County Board of Education shall validate credit for courses taken at non-accredited elementary or secondary schools or home study programs.

1. Definitions.

- (a) Non-accredited – not having been recognized (an educational institution) as maintaining standards that qualify the graduates for admission to higher or more specialized institutions or for professional practice.
- (b) Home Study Program – a non-accredited program where parent(s)/guardian(s) choose to teach school subjects to their children at home.
- (c) End-of-Course Test (EOCT) – a measure of the statewide curriculum of specified high school courses in order to ensure that high-academic standards are being met in all Georgia high schools.
- (d) Non-End-of-Course Test (non-EOCT) – a locally developed exam that focuses on the content-specific curriculum.
- (e) Comprehensive Assessment – a final exam that focuses on the instructional curriculum of an entire course.
- (f) Probationary Placement – placing a student in the next level of a course based upon records from a non-accredited or home study program.
- (g) Portfolio - a representative sample of a student’s work used to demonstrate evidence of instructional content mastery in performance-based or project-based classes e.g. fine arts or vocational courses.

2. The following procedures for placing transfer students in elementary (Grades PK-5) and middle grades (Grades 6-8) at the appropriate level and for granting Carnegie unit credit for high school students (Grades 9-12).

**PRE-K ENROLLMENT**

- a) Enrollment for the Pre-k program is open and non-discriminatory. Children are not denied participation on the basis of race, color, or national origin, sex, or disability. Eligible children must be four years of age on September 1 of the year of enrollment. Every Pre-k child must be a Georgia resident. Parents must agree to send the child to Pre-k for the full instructional day, five days per week, 180 days per year.

**PAGE 3 OF 6 – POLICY JBC (2) – ACCEPTANCE OF TRANSFER CREDIT  
AND/OR GRADES, ASSIGNMENT TO CLASSES**

- b) Children register in their school attendance zone. In cases where a school does not provide a Pre-k program, children from that zone register on an equal basis in another designated school zone. Transportation will be the responsibility of the parents in the out-of-zone schools.
- c) A child who is eligible for special education under the Individual with Disabilities Education Act is not denied access to the Pre-k program and may participate in the registration process.
- d) Elementary school employees may participate in **only one Pre-k registration process--either** at the school where they are employed, **a feeder school to the school of their employment, or** the school for which they are zoned.

**GRADES K-8**

- a) Students in grades kindergarten through eight who transfer to the Columbia County School System from other public or private schools shall be assigned to the grade level indicated as appropriate to records received from the transferring school.
- b) Such placement shall be tentative pending teacher observation of achievement level and analysis of standardized test results. Placement may be changed later by the school principal in accordance with the best educational interest of the student.

**GRADES 9-12**

One of the following criteria shall be used to place or grant Carnegie credit for transfer students entering from a non-accredited or home study program.

- a) Probationary placement based on records of prior school(s) and/or home study programs and satisfactory performance of the student for one or more grading periods.
  - i. Students transferring from a non-accredited school or home study program may request a one-semester probationary placement in a non-EOCT sequential course without having been awarded prerequisite credit. Upon successful completion of the probationary course(s), the student will receive credit and the transfer grade as documented by an official transcript or home study grade report. Students who do not pass the probationary semester will be removed from the course at the end of the semester and the grade earned will be included on

**PAGE 4 OF 6 – POLICY JBC (2) – ACCEPTANCE OF TRANSFER CREDIT  
AND/OR GRADES, ASSIGNMENT TO CLASSES**

the transcript. The student will not be awarded credit for the prerequisite course for which validation was being attempted and the student will be required to take the prerequisite course to receive credit toward graduation. The student will not be afforded the validation test option if the probationary placement is utilized.

- b) Tests and acceptable scores. These tests may be standardized or locally developed and should focus on group placement, subject area and/or grade level.
  - i. For students transferring from non-accredited institutions and approved home study programs, the local school shall validate each credit by administering comprehensive course examinations. The students must take and pass the End-of-Course-Test (EOCT) in each EOCT course in order to validate and receive credit for the course. The EOCT score will be listed on the student's transcript as the course grade. For non-EOCT courses, the student must take and pass a locally developed final exam that is representative of the course's curriculum and objectives.
  - ii. For students seeking credit validation for EOCT and non-EOCT courses the student must score a 70 or higher on each corresponding test in order to receive Carnegie credit toward graduation. If the student scores a 69 or lower on a validation test, the student will not be awarded credit and will be required to take and pass the course in order to fulfill graduation requirements.
  - iii. The passing validation test score will be included on the student's transcript and included in the calculation of the student's cumulative numeric average. Since a failing score on a validation test cannot validate the provision of instruction, the test score will not be included on the student's transcript or included in calculation of the student's cumulative numeric average.
- c) Validation of Performance- or Portfolio-based courses
  - i. In situations where the validation of course requirements is performance- or portfolio-based, a validation committee shall be assembled. The committee shall be composed of the principal, a guidance counselor, three content-related department chairpersons, and the director of student learning. Portfolio or performance must demonstrate

**PAGE 5 OF 6 – POLICY JBC (2) – ACCEPTANCE OF TRANSFER CREDIT  
AND/OR GRADES, ASSIGNMENT TO CLASSES**

mastery of curriculum objectives in order for credit to be awarded and the corresponding official transfer grade to be posted to the CCBOE transcript.

- ii. A parent/guardian or a student may appeal the decision of the local school validation committee to the Superintendent of Schools within ten days.
3. The Columbia County School System has established the following procedures for determining whether or not transfer courses meet the required minimum core curriculum.
- a) A committee composed of a trained counselor from each school and the director of student learning will meet to interpret incoming transcripts when necessary.
  - b) The Columbia County School System does not recognize correspondence course credits. However, on-line courses from accredited secondary and postsecondary institutions are accepted for transfer credit.
  - c) The Columbia County School System recognizes that on-line learning is a viable option that allows students to accelerate or remediate their learning. Any on-line course taken for credit must have prior counselor approval to ensure that it satisfies graduation requirements. A list of system-approved courses will be maintained in the guidance office of each high school. It is the responsibility of the student/parent to ensure on-line course acceptance for admission into a post-secondary institution.
  - d) Credit will be given to students transferring from schools in foreign countries when transcripts indicate credit has been awarded. Grade conversions, if necessary, will be in accordance with procedures established for this policy. Students who received credit for a course in a foreign country will receive an “85-P” for passing and the appropriate course credit. Students who did not receive credit for such a course will receive a “65-U” for unsatisfactory and no course credit. Courses denoting a “P” or “U” cannot be transmitted in state-mandated grade reports. Therefore, non-numeric grades will be assigned the following numeric grade conversions: A+ 98 , A 95, A- 92, B+88, B 85, B- 82, C+ 78, C 75, C- 73, D 71, F 65, U 65, P 85. As an alternative to the conversion, the student may elect to take a comprehensive course examination; however, if the test option is chosen, the student must accept the test grade earned.

**PAGE 6 OF 6 – POLICY JBC (2) – ACCEPTANCE OF TRANSFER CREDIT  
AND/OR GRADES, ASSIGNMENT TO CLASSES**

- (e) Department of Defense Schools (DoDS) are schools operated by the United States in foreign countries. Transcripts from these institutions are accepted following the standards set forth for accredited schools.

**Authority O.C.G.A. § 20-2-240. 160-5-1-.15**

**PROCEDURE: YES**

**Adopted: 2/14/02**

**Effective: 3/7/02**

**REVISED: 3/2/02, 2/13/07**

**Columbia County Board of Education**