



## **6320.4: TRANSFER OF HIGH SCHOOL CREDITS**

**Transfer Credits are defined as any credit not earned at a Millard Public Schools high school. Millard Public Schools reserves the sole right to grant credit for work completed at or through other institutions according to the following conditions.**

## **I. Transfer Credits for New to Millard High School Enrollments**

**A. As accredited schools, Millard high schools will accept transfer credits from AdvancED or State accredited schools in order to ensure appropriate academic placement of incoming students based on the following procedures.**

**1. Transfer credits from accredited schools will be considered on a course by course basis and will be considered for approval by the high school principal or designee where the transferring student enrolls pending review of the official high school transcript.**

**2. Transfer from non-accredited schools may be considered on a course by course basis on a pass-fail basis.**

**3. Approval will be based upon course work completed that meets the following standards including, but not limited to:**

**i. Length of enrollment in previous school setting(s),**

**ii. Course content that meets or exceeds Nebraska State Standards and Millard Public Schools Standards and Indicators;**

**iii. Successful completion of course requirements including receipt of a passing grade.**

**B. Course grades, including weighted grades, from other school districts will be applied only as defined in Millard Public Schools policy and rule.**

**C. Upon approval, courses will be placed on the Millard Public Schools transcript under the name of the credit awarding institution following the format for Millard Public Schools.**

## **II. Transfer Credits from International Schools**

**A. The family or guardian enrolling the student is responsible for providing an official transcript in English from any non U.S. diploma awarding school.**

**B. Transcripts from schools located outside of the United States will be evaluated in the same manner as internationally and nationally accredited public schools within the United States (AdvancedEd or State Accreditation).**

**C. Transcripts from Department of Defense (DOD) schools located outside of the United States will be evaluated in the same manner as nationally accredited public schools within the United States (AdvancedEd or State Accreditation).**

**D. International Baccalaureate (IB) classes will be evaluated in the same manner as nationally accredited public schools within the United States due to standardization of the curriculum.**

**E. When course grades/credits are received from schools that lack a grade scale, a mark of credit or no credit will be applied.**

### **III. Transfer Credits for Summer School courses from AdvancED or State Accredited Schools for Students Currently Enrolled in Millard Public Schools must be Pre-Approved**

**A. Students may seek approval to physically attend a Summer School program outside of Millard Public Schools due to:**

- 1. Being out of town for the summer months,**
- 2. Having a conflict with the Millard Public Schools summer school dates, or**
- 3. Courses needed are not available within Millard Public Schools summer sessions.**

**B. Credit may be approved if the credit awarding institution and the course are pre-approved by the student's counselor and the high school principal or designee.**

**C. Currently enrolled high school students may earn summer school credits by physically attending courses offered by AdvancED or State Accredited High Schools during their ninth through twelfth grade years.**

**D. Approval will be based upon course work completed that meets or exceeds the following standards including:**

- 1. Course content that meets or exceeds Nebraska State Standards and Millard Public Schools Standards and Indicators,**
- 2. The District approved course sequence of study as defined within the High School Curriculum Handbook and Registration Guide,**
- 3. Non duplication of previously earned courses and credits,**
- 4. Instructional time within a school setting which meets or exceeds Millard Public Schools summer school instructional minutes,**
- 5. Successful completion of course requirements including receipt of a passing grade.**

**E. No more than a total of ten credits (one semester = 5 credits) per summer will be approved or accepted for summer school courses. The ten credit limit includes courses taken within Millard Public Schools Summer School and those outside of the District.**

**F. Course grades, including weighted grades, from other school districts will be applied only as defined in Millard Public Schools policy and rule.**

**G. Upon course completion, students will be responsible for having the credit granting school send an official transcript to the high school registrar.**

**H. Upon receipt and verification of the official transcript, courses will be placed on the Millard Public Schools transcript under the name of the credit awarding school following the format for Millard Public Schools.**

**I. Costs associated with these courses are the responsibility of the student and parent/guardian.**

#### **IV. Transfer Credits from AdvancED or State Accredited High School On-line Classes for Currently Enrolled Fulltime Students s must be Pre-Approved**

**A. Credit may be approved if the credit awarding institution and the course are pre-approved by the student's high school counselor and the high school principal or designee.**

**1. Courses may be taken for credit recovery or to expand learning opportunities.**

**B. Currently enrolled high school students may earn up to a cumulative total of 20 credits (one semester = 5 credits) from AdvancED or State Accredited High School on-line classes. The cumulative total of 20 credits:**

**1. May be earned during ninth through twelfth grade years, beginning no sooner than the summer prior to a student's first semester of ninth grade, and**

**2. May only be approved for 5 credits per semester.**

**C. Approval will be based upon:**

**1. Course content that meets or exceeds Nebraska State Standards and Millard Public Schools Standards and Indicators,**

**2. The District approved course sequence of study as defined within the High School Curriculum Handbook and Registration Guide,**

**3. Successful completion of course requirements including receipt of a passing grade,**

**4. Non duplication of previously earned courses and credits.**

**D. Credit that will not be approved through on-line courses include:**

- 1. Physical Education, Science lab courses (Biology, Chemistry, Physical Science: Chemistry, Physics, Physical Science: Physics) or performing arts courses;**
- 2. Advanced Placement courses;**
- 3. International Baccalaureate courses.**

**E. Upon course completion, students will be responsible for having the credit granting source send an official transcript to the high school registrar. Upon receipt and verification of the official transcript, courses will be placed on the Millard Public Schools transcript under the name of the credit awarding school following the format for Millard Public Schools.**

**F. Costs associated with these courses are the responsibility of the student and parent/guardian.**

**V. Partial Enrollment in Millard and Non-accredited Institutions**

**A. At the time a student drops below 50% enrollment, a diploma intent form will be completed by the student to indicate if he or she intends to earn a Millard Public Schools diploma.**

**B. For students who maintain a partial enrollment, Millard High Schools will accept transfer credits from AdvancedEd and State accredited schools and will consider credits from a non-accredited school on a course by course basis for up to 50% of credits required to earn a diploma from Millard Public Schools.**

**C. All transfer students must fulfill Millard Public Schools requirements to earn a Millard diploma.**

**VI. Transfer Credits through the University of Nebraska at Omaha must be Pre-Approved**

**A. In rare circumstances, credit for post-secondary institution courses may be approved if pre- approved by the student's counselor and the high school principal or designee.**

**B. Courses eligible for consideration are limited to the area of Mathematics.**

**C. Approval will be based upon:**

- 1. Completion of highest level available weighted mathematics courses prior to meeting the Millard Public School graduation credit requirement,**
- 2. Fulfilling, not exceeding, the 30 mathematics credit required for graduation,**
- 3. The ability to schedule the course in a manner that will not interfere with the completion of other Millard**

## **Public Schools graduation requirements.**

**D. Upon course completion, students will be responsible for having the credit granting source send an official transcript to the high school registrar.**

**E. Upon receipt and verification of the official transcript, the course will be placed on the Millard Public Schools transcript as a transfer course (TRN 999) in order to reflect the title of the college mathematics course.**

**F. Costs for tuition and textbook(s) associated with these courses are the responsibility of the Millard Public Schools .**

**G. Costs for and means of transportation are the responsibility of the student and parent/guardian.**

## **VII. Application Process for Transfer Credit for Students Currently Enrolled in Millard Public Schools**

**A. The student completes a Millard Public Schools External Transfer Credit Application.**

**B. The student attaches course description and/or syllabus (preferred) to the Application as well as a statement explaining the reasons for taking the course outside of a Millard Public Schools high school**

**C. The student submits the Millard Public Schools External Transfer Credit Application to the high school principal**

**D. The high school principal or designee begins the review process according to the criteria noted in the above associated section.**

**E. Upon completion of review, the high school principal or designee communicates the findings to the student.**

**F. A copy of the approved/disapproved Application is placed in the student's cumulative folder.**

## **VIII. Appeal Process**

**A. The student or parent(s) may submit a written appeal to the Director of Secondary Education within seven days of notification of non-approval.**

**1. The appeal should identify extenuating circumstances for consideration.**

**2. The Director of Secondary Education and the Director of Student Services will review the appeal, the original application, and supporting documentation within seven days after the receipt of the written appeal.**

**3. The Director of Secondary Education will notify the student and parents of a decision.**

**B. In the event the Directors do not approve the credit request, the student or parent(s) have the right to submit a written appeal to the Associate Superintendent for Educational Services within seven days of notification of non-approval by the Directors.**

- 1. The appeal should identify extenuating circumstances for consideration.**
- 2. The Associate Superintendent will review the written appeals, the original application, and supporting documentation within seven days after receipt.**
- 3. The Associate Superintendent will notify the student and parents of a decision.**

**Date of Adoption**

October 21, 2013

**Date of Revision**

March 21, 2016

August 20, 2018

**Related Policies and Rules**

**[6320: Students' Graduation](#)**

**[6320.1: Students Requirements for Senior High School Graduation](#)**

**[6320.2: Students Requirements for Senior High School Graduation - International Baccalaureate Diploma Program](#)**

**[6330.1: Grading Guidelines for Second - Twelfth Grade](#)**

**[6675.2: Admittance and Participation by Exempt School Students](#)**