

OFFICE USE	
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**COMMUNITY CHRISTIAN SCHOOL**  
**Application for Transfer Credit – ELECTIVES**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Requesting Credit for what CCS course \_\_\_\_\_

Number of credits:     .5 credit (18 weeks of instruction)     1 credit (36 weeks of instruction)

Name of Course Taken \_\_\_\_\_

Course taken at:     Home     School     Other \_\_\_\_\_

Name and address if school or other:  
 \_\_\_\_\_  
 \_\_\_\_\_

Date course began \_\_\_\_\_ Date course finished \_\_\_\_\_

How many total hours of instruction did the student receive? \_\_\_\_\_

How many total hours of independent study or practice did the student spend? \_\_\_\_\_

Who taught the class?     Parent     School Instructor     Tutor

Was a textbook or published curriculum used?    No \_\_\_\_\_    Yes \_\_\_\_\_

If yes, please give title: \_\_\_\_\_

Please give a brief description of the course:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please evaluate the student's performance:  
 A (90-100)     B (80-89)     C (70-79)

*As the instructor of the course, I confirm that the information provided on this form is correct and that this student has completed assignments and independent practice reasonably comparable to that expected for a high school credit-bearing course.*

\_\_\_\_\_  
 Signature of Instructor

# COMMUNITY CHRISTIAN SCHOOL

## GUIDELINES FOR TRANSFER CREDIT – ELECTIVES

A student may receive credit for a high school elective not taken at CCS including:

- a credit-bearing class taken at an accredited public or private high school,
- a credit-bearing class taken at a college or college extension program,
- a class taken at a specialty school or non-accredited program,
- private lessons from a paid tutor or instructor, or
- home lessons taught by the parent or qualified tutor.

All courses should be reasonably equivalent to the content, level, and rigor of a CCS elective course.

However, the elective course does not have to be only those offered at CCS (e.g., French, band instrument, etc.).

- 1) If the course was taken at an accredited public or private high school or college, please furnish an official grade record (e.g., transcript) to receive credit for the course.
- 2) If the course was taken at a specialty or non-accredited school OR private or home lessons, CCS will review the course based on the time spent and the content covered.

### **Time:**

- .5 credit: students must spend a minimum of 40 hours instruction from the teacher and 40 hours of independent study or practice for a total of 80 hours.
- 1 credit: students must spend a minimum of 80 hours instruction from the teacher and 80 hours of independent study or practice for a total of 160 hours.

### **Content:**

#### Computer application courses

Students should use a published curriculum to achieve reasonable typing skill and speed, plus learn some variety of computer software applications. Students should gain proficiency in using the computer through lessons, interactive activities, and drills. Students should demonstrate at least 70% mastery through independent assignments and/or exams.

#### Other elective courses

These courses may include fine arts, speech, journalism, or creative writing. Students should receive regular instruction required to appreciate the subject and gain proficiency in the related skills. Students should have ample opportunity to complete independent assignments to demonstrate a reasonable mastery of the skills involved.

### **To Apply for Transfer Credit:**

- The instructor should complete the **Application for Transfer Credit – Electives** with signature.
- Return it to the CCS Academic Counselor.
- Each application must be approved by the appropriate CCS department head or teacher.
- The department head or teacher may contact the instructor for additional documentation if necessary.
- Once approved, the course name and credit will be added to the student's official transcript (note: no grade will be given, or grade points averaged into the GPA). Transferred courses will be differentiated from those taken at CCS.