



# Official Policy of Ogden Preparatory Academy

## 7. Students

### 7.12.POL Credit Acceptance Policy

Effective/Revision Date: 04/04/2007

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## PURPOSE AND PHILOSOPHY

To ensure equity and fairness to all students when evaluating credit earned at institutions other than Ogden Preparatory Academy (~~the School~~OPA), and to be in compliance with Utah State Rule R277-705-3.

## TRANSFER OF CREDIT

1. As a K-9 school, OPA does not make determinations regarding student credits and grades transferred from other institutions prior to the student enrolling in OPA as those credits and grades relate to high school graduation. These determinations are made by the receiving high school prior to graduation.
2. The School will receive all transfer records for incoming students and ensure those records are transferred to future institutions upon each student's exit from the School.
3. ~~OPA shall accept student credit and grades at face value from public schools accredited by Northwest Association of Accredited Schools (NAAS) and by regional or third party accrediting associations recognized by NAAS.~~
4. ~~OPA shall accept student credit at face value from a nonpublic school if the school was evaluated by NAAS consistent with credit approval criteria as outlined by Utah Administrative Rule 8277-410-4.~~
5. ~~The Northwest accreditation standards provided in Utah Administrative Rule R277-413 are applicable to public junior high and middle schools in their entirety if the schools include 9th grade.¶¶~~
6. ~~Requests for acceptance of credit from a school that is not accredited, or an accredited school that did not satisfy all criteria of Utah Administrative Rules R277-410-4B, will be referred to the Credit Evaluation Committee for credit determination.~~
7. The School will, however, review a transfer student's transcript in order to determine appropriate placement into courses at the School.
8. The Junior High Counselor will be responsible for initiating a transcript review and will seek assistance and advice from individual teachers, the Business Director, and/or the secretaries during the process as needed.

~~The OPA Credit Evaluation Committee findings will be based on the following forms of evidence: ¶¶~~

- a. ~~Course title and description ¶¶~~

- ~~b. List of instructional materials used ¶~~
  - ~~c. Student achievement (progress) ¶~~
    - ~~i. Formative evaluations (sample) ¶~~
    - ~~ii. Summative evaluations (sample) ¶~~
  - ~~d. Correlation of course objectives with the Utah State Core Curriculum standards and objectives ¶~~
  - ~~e. Course length and student attendance ¶~~
    - ~~i. Number of days the class met ¶~~
    - ~~ii. Normal class length ¶~~
    - ~~iii. Number of classes attended by the student ¶~~
  - ~~f. Grading criteria used ¶~~
  - ~~g. Teacher name, qualifications, certifications, endorsements, etc. ¶~~
  - ~~h. Course requirements for credit (representative sample of student work) ¶~~
  - ~~i. Copy of student records ¶~~
- ~~9. In addition to the forms of evidence, listed above, students seeking credit may be required to demonstrate competency through end-of-level testing approved by OPA in areas where competency tests are available. ¶~~
  - ~~10. OPA will have the final decision making authority for the awarding of credit and grades from non-accredited sources consistent with state law and due process. ¶~~
  - ~~11. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.~~
  12. Students released for home instruction do not earn OPA credits. If students re-enter OPA, the School will review home instruction documents for placement purposes. The receiving high school will make credit and grade determinations. ~~requests for credit for home instruction studies will be evaluated under the provisions of this policy.~~
  13. If a student is participating in concurrent enrollment through the Utah State Online Education Program, completed courses shall be added to their OPA transcript upon completion.

## Document History

Approved: 04/04/2007

## Legal References

Utah State Rule R277-705-3

Utah Administrative Rule 8277-410-4

Utah Administrative Rule R277-413

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