



TRANSFER CREDIT POLICY

1. A course must match approximately 80% of the learning outcomes for Transfer Credit to be granted for a grade 10, 11, or 12 BC Ministry course.
2. The transcript provided by the student's former schools must clearly state the subject taught and the areas it covered for equivalency consideration.
3. In order to receive credits through equivalency, students must provide translated and notarized documentation proving successful completion of the course.
4. Student advisors and the Principal will determine if the course sufficiently matches a BC Ministry developed course using the Online Course Registry.

http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/searchhome.en.php
5. For students transferring from another Canadian province, the Secondary Education in Canada: A Student Transfer Guide will be used to determine that the course content is covered sufficiently, and that there is no overlap with other courses.

<http://www.cmec.ca/Publications/Lists/Publications/Attachments/184/transferguide-2004-05.pdf>
6. For students wishing to transfer credit from a school outside of Canada, they will be asked to provide a course overview or syllabus indicating the content covered.
7. Where possible, a percent grade will be assigned. Otherwise 'TS' will be indicated on the transcript.
8. A minimum final average of 70% is required to grant transfer credit for selected courses.
9. Elective courses that do not match the available grade level in BC will not be transferred (e.g: First year high school Geography will not be transferable to Geography 12 in BC).

International Student Transfer Credit Policies

International students wishing to earn transfer credit:

1. May earn credit for Language Arts 10, Science 10 and a Mathematics 10 through equivalency assessment (transfer credit).
2. Must earn credit for Graduation Transitions through a school-supported course.
3. Must earn credit for the following through instruction from a British Columbia-certified teacher. No Equivalency review or Challenge process is permitted for:
 - a. Language Arts 11
 - b. Language Arts 12
 - c. One of Science 11 or 12
 - d. One of Mathematics 11 or 12
 - e. Social Studies 10 and 11
 - f. Planning 10

Course Credit Qualification Disclaimer Form

Every student must sign this form before commencing academic studies.

- It is the student's responsibility to read carefully and understand before signing.
- The policy booklet must be given to the student and his legal guardian for their review before the document is signed and enforced.
- The CDQ will be enforced without exception.

Course Credit Qualification Disclaimer Form (CQD)

This form ensures that every student at SJA School fully and thoroughly understands the school's policy on granting or non-granting of course credits based on both academic success and punctual attendance.

- By signing this form, the student acknowledges that a passing grade of 50% or more is required in order to be given credits for the course
- By signing this form, the student agrees with the school policy of waiving credit for the course in which more than five unexcused absences occurred by the student, even if the student is getting passing grades

- By signing this form, the student understands that there may not be provisions for rewrites for scheduled and graded exams, tests, quizzes, activities, or assignments if they were missed due to unexcused absence
- By signing this form, the student understands that earning credit does not necessarily equate to being able to get in to the next level of studies. In some cases, more than 60- 65% grades may be required to advance into the next level of the program in certain subjects (such as Language Art) to ensure accurate and successful learning
- By signing this form, the student comprehends that being late to the same class more than five times equals one absence from the course
- By signing this form, the student acknowledges that violating academic integrity in any form (i.e.: cheating or plagiarism) will result in no credit being given for the course
- By signing this form, the student agrees to behave decently and respectfully to staff and students and any threatening or abusive behavior which violates any area stipulated in the school's anti-bullying policy will result in no credit being given

I (full-name): _____ have read the above disclaimer and understand and agree to faithfully adhere to the school policy.

(Signature): _____ (Date): _____