



# Outside Credit Approval Application

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Full Course Title \_\_\_\_\_ Academic Year: \_\_\_\_\_

Course Status\*:      Course Completed                  Course In Progress                  Future Course  
\*See attached policies

Name of School or Location & Instructor: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ Instructional hrs/week: \_\_\_\_\_ (Min. 4 hrs)

Course Duration:      One semester (1/2 credit)                  Full year (1 credit)

Methods of Evaluation that will be submitted\*:  
                                 Tests                  Quizzes                  Field Studies                  Projects                  Other  
\*See attached policies

Grading System:

Pass/Fail                                  Use transferring school's grading scale (as verified on official transcript)  
Use AOA Grading Scale (Homeschool courses using AOP curriculum must use AOA grading scale.)  
Grading Scale:    A = \_\_\_\_\_ - \_\_\_\_\_    B = \_\_\_\_\_ - \_\_\_\_\_    C = \_\_\_\_\_ - \_\_\_\_\_    D = \_\_\_\_\_ - \_\_\_\_\_    F = \_\_\_\_\_ - \_\_\_\_\_

Course description and curriculum: (refer to guidelines for required documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*There is a \$50 fee per course per student for Outside Course credits. If the course was not pre-paid, you may send a check/money order, call with your credit card or purchase order upon approval of the outside course.*

Check/Money Order                  Credit Card

### FOR ALPHA OMEGA ACADEMY USE

Account Number: \_\_\_\_\_ Invoice number : \_\_\_\_\_

Approved for:      Elective course credit: \_\_\_\_\_

Required course credit equivalent: \_\_\_\_\_

Upon verification of satisfactory course completion, \_\_\_\_\_ credit(s) will be awarded.

Denied

Type of verification that must be provided at the end of each quarter/semester or year (for future courses):

Official School Transcript                  Comprehensive instructor evaluation  
Quarterly Progress Reports                  Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



# Outside Credit Policies

To receive credit for outside courses, an Outside Credit Approval Application must be filled out and the fee paid. All transfer credits must receive approval by the Academic Dean, Assistant Principal, or Principal.

## Course Status

- Future Courses: May be used for elective credit for courses that do not appear on the Academy course list. Future outside courses *must* be pre-approved by AOA Administration. Courses using Alpha Omega Publications curriculum may not be taken for AOA credit while enrolled in AOA.
- Course In Progress
- Course Completed

## Non-Institutional Courses

To transfer credit from non-institutional (eg: designed by a parent or taken at a homeschool co-op) courses, the academy needs documentation in these areas:

- A record of attendance (date and total number of hours).
  - Instructional time should be at least 4-5 hours per week over the course of a semester or year. High school credit is normally determined by instructional time. One credit is defined as one class per day over the course of a full academic year, or 180 instructional hours. One-half credit is equivalent to 90 instructional hours.
- Description of course content and curriculum used including a course outline, list of materials used, and syllabus.
- Verification of content mastery based on tests, quizzes, field studies, projects, records of daily work, etc.
  - For SOS courses, attach a printed grade report including lessons, quizzes, and tests.
  - For LIFEPAK and Horizons courses, provide unit test scores
  - For non-Alpha Omega Publications curriculum, provide a detailed grade report including quizzes and tests. Also define the grading scale used. A sample of tests and semester exams completed may be useful for determination of approving credit.
- Evidence that the course instructor has qualifications in the field of instruction

Letter grades will be assigned if we have adequate documentation of grades earned. Otherwise, a pass/fail grade will be assigned and those courses will not be included in calculating cumulative GPA. Placement tests may be taken into account when assigning credit and approving grades given.

## Institutional Courses

To transfer credit from institutional courses, the academy needs documentation in these areas:

- Quarterly Progress Reports
- Official transcript sent from institution to AOA upon completion of the course

For courses taken at a college or university, credit is awarded based on the following conversion:

College Credits	High School Credits
4	= 1
3	= 0.75
2	= 0.5
1	= 0.25

## Examples of Acceptable Courses:

- Fine Arts/Practical Arts (choir, band, shop, home economics, welding, photography, auto mechanics, etc.)
- Driver's Education - 1/4 to 1/2 credit, depending on hours of instruction
- Sports - Team or individual sports may be applied toward the PE credit required by the Academy.

## Courses Generally Not Approved:

- Instrumental/Music Lessons (not enough direct instructional time)
- Work Experience (too subjective to monitor and evaluate; not enough instruction)
- Courses that meet only once a week or less for instruction
- Religion/Bible courses taught from outside a broad evangelical Christian viewpoint, as expressed in the AOA Statement of Faith