

Hawthorn Academy
Policy: Credit Evaluation Standards and Guidelines Policy
Approved: October 13, 2010



Purpose

The purpose of this policy is to ensure equity and fairness to all students when evaluating credit earned at institutions other than Hawthorn Academy (the "School") and to be in compliance with Utah State Rule R277-705-3.

Policy

1. Pursuant with Utah Code § 53A-13-108.5, the School shall accept student credit and grades at face value from public and non-public schools accredited by Northwest Accreditation Council (NWAC) and by regional or third party accrediting associations recognized by NWAC.
2. Requests for acceptance of credit from a school that is not accredited will be referred to the Credit Evaluation Committee for credit determination. The School's 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
 - j. 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 the School in areas where competency tests are available.
3. The School 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.
4. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.
5. Students released for home instruction do not earn School credits. If students re-enter the School, requests for credit for home instruction studies will be evaluated under the provisions of this policy.

Signature:

Jamie Johnson
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10/13/10
Date