

TRANSFER CREDIT POLICY

Accredited School Transfers - Public or Private [NMSA (6.29.1.9.j) (3)(a) NMAC]

All credits awarded by an accredited New Mexico private or public school will be accepted as transfer credits, including those for courses in religious education. If a New Mexico accredited sending school declares that a New Mexico graduation requirement has been met by a course completed prior to transfer, NMSA will honor that ruling. All high school credits and grades, earned at another high school, transferred by a student entering NMSA will be converted into the existing NMSA graduation and credit system approved for high school graduation.

When students enter with partial credits earned in required subject areas any time after the 1st semester of the 9th grade, the portion will be rounded to the nearest one half (0.5) credit as applied to meeting graduation requirements. Where "rounding" is impossible, administrative judgment will determine where portions can be combined to meet graduation requirements. The amount of credit shown on the transcript will not be altered in this process.

For courses transferred to NMSA, weighted grades will be re-calculated according to the NMSA course policy. The course description and transcript will need to be provided to the registrar, or designee for approval. The registrar or designee will review the course and grade and determine if weighted credit may be awarded. Weighted credit will not be allowed for pre-AP courses.

Note: Physical Education [PE] credits will only be awarded if they are earned in an accredited PE class. **NMSA does not award PE credits for participation in a sports program.**

Weighted Credit:

It is the intent of the Governing Council to maintain a grading system that is consistent with college entrance grade requirements; accordingly, for courses taken at NMSA, weighted credit will be awarded for Honors or Advanced Placement. Weighted credit will not be allowed for pre-AP courses.

Such grades will be calculated as follows:

- A - 5 points
- B - 4 points
- C - 2 points
- D - 1 points
- F - 0 points

Middle School /Junior High Transfers

Transcripts from Middle School/Junior High will be kept on file and used for initial course placement by the registrar or designee.

A student's middle school record of high school level math and, in certain cases, foreign language, will become a part of the student's high school transcript. If a middle school student takes a foreign language in 7th grade and the same language in 8th grade, or two full sequential years, that student may carry one (1) credit of foreign language to the high school as part of his/her high school transcript only if the student has earned a grade of "C" or better in all semesters. High school credit will be awarded to any middle school course that is posted on the middle school transcript as a high school class.

Students have the option to decline transferring their high school credits earned, and must inform the Registrar if they choose to do so.

Non-Accredited or Home School Transfers [NMSA (6.29.1.9.j) (3) (b) NMAC]

Coursework completed in non-accredited or home schools will be evaluated and considered for application toward graduation requirements using the following guidelines:

- a. Transfer credit will be allowed only for those required courses and electives set forth in state statutes and State Department of Education regulations which are similar in scope and content to courses found in the NMSA course description guide.
- b. PE will not be transferrable for students from non-accredited or home schools.
- c. Transfer credit will be accepted on a pass/fail basis only; grade points will not be awarded.
- d. Initial grade-level placement for courses will be made by NMSA considering
 1. Age of the student.
 2. Analysis of student's performance in his/ her previous educational environment including:
 - A. Evaluation of transcripts and course description documentation
 - B. NMSA Placement Test
 - C. Registrar's evaluation
 - D. NM-PED required assessments.
- f. The initial placement of a student will be probationary for eight weeks pending demonstrable competency through classroom performance. If the student's performance warrants, NMSA may recommend a change in placement prior to or at the end of a probationary period. A parent conference will be held prior to making a change from the initial placement.

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

- g. If a previously home-schooled student took college courses and wishes to see those courses count toward high school graduation requirements, the student must provide the registrar with the transcript from the college where the course was taken. If approved, these courses will be converted into the existing NMSA graduation and credit system. College courses will not be weighted.

Awarding Nontraditional Credits

Online Course Credit [NMSA (6.29.1.9.j) (3)(c) NMAC]

The New Mexico School for the Arts recognizes the importance of a variety of learning methods for students. Due to the increasing use of online learning, NMSA will accept credits from online learning institutions that have been PRE-APPROVED by the Head of School.

Courses offered at NMSA may not be taken online, except in circumstances regarding credit recovery, **scheduling conflict**, or with approval from the Head of School or designee.

Dual Credit

The purpose of dual credit is to encourage and provide opportunities for NMSA students to take courses through post-secondary learning institutions and to earn credit towards graduation while earning college Credit.

- A. NMSA will grant credit for pre-approved dual credit courses with which NMSA holds enrollment agreements. The basis of assignment of credit will be one (1.0) high school credit per three (3.0) college credits.
- B. The student must be enrolled in at least 4 credits at NMSA, and receive approval from the Head of School or designee prior to enrollment in a dual-credit
- ~~C. NMSA will award credit for courses completed at a "C" level or better upon the official notification by the post-secondary institution.~~
- Ⓓ C. Verification of course completion is the student's responsibility.
- Ⓔ D. Weighted credit will not be allowed for Dual Credit classes.

Independent Study Credit

Only a student who has completed all available coursework in a given field and wishes to do an advanced study with a teacher/advisor as a mentor may take independent study credit.

Exceptions to this can only be made by recommendation of a teacher/advisor to the Head of School. Instruction may be designed to meet the student's needs and talents and should be at a level beyond that in regularly scheduled courses at the school.

The criteria for independent study programs are a written contractual agreement between the student and teacher. The teacher will provide the curriculum, monitor the student's progress and academic performance, and complete a formal evaluation of the student's program at the normal grade reporting periods. The contract must have the approval of the Head of School or designee.

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

This Transfer Credit Policy was amended by resolution of the Governing Council of NMSA, effective on September 12, 2018.

NEW MEXICO SCHOOL FOR THE ARTS

ATTEST;

BILL BEACHAM, Chair
of the Governing Council

PAULA TACKETT, Secretary
of the Governing Council