

APPLICATION FOR TRANSFER CREDIT FOR NON-VCHS CLASSES



VCHS policy does not allow for students to take classes outside of Valley Christian unless prior approval has been granted by the registrar.

Exceptions may be made for students who wish to improve upon a low grade earned in a VCHS class or students who desire to take a class that is not already part of the VCHS curriculum. A maximum of 1.0 transfer credits per core discipline (English, Math, Science, Social Studies, World Language) may be taken at an outside accredited institution. A student may not exceed 3.0 total transfer credits across the core curriculum.

Students wishing to earn transfer credit for non-VCHS classes must submit the application below and receive PRIOR approval. Applications made after the class has been completed are not guaranteed automatic credit.

Student's Name _____ Current Grade Level _____

Class you want to take outside of VCHS _____

Institution at which you will be taking class _____

When do you plan to take this class? _____

How many credits will you earn for this class? _____

Is this a make-up of a VCHS class? _____ If yes, which class? _____

What grade did you get in the class at VCHS? _____

Why do you want to take this class?

You may attach a course description, registration form, or anything else about this class that may assist VCHS in considering this request.

☐ My counselor is aware that I am taking this non-VCHS course.

Counselor Signature _____ Date _____

If credit for the above class is accepted by VCHS, I understand that it is our responsibility to provide official grade reports to VCHS after the class is completed.

Parent's Signature _____ Date _____

Parent's E-mail _____

PLEASE SUBMIT COMPLETED APPLICATION TO THE REGISTRAR (Mrs. Pheifer).

Request Granted _____ Request Denied _____ Date _____

Signature _____
REGISTRAR

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