



Millennium High School

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Colin McEvoy, Principal

TRANSFER CREDIT REQUEST INSTRUCTIONS

This document describes the necessary requirements for any student wishing to receive high school credit for academic coursework completed at an educational institution other than Millennium High School. Coursework must be completed at and granted credit by an accredited college or university. Earned credit will be counted towards high school elective credit only unless otherwise approved by the Principal in writing.

Students seeking credit for academic coursework completed at a college or university must **provide printed copies** of the following to Millennium High School **within 20 school days** of the completion of your course:

- Completed Transfer Credit Request Form with all details and signatures
 - Course syllabus including a course description and list of major assignments and exams
 - Course schedule including class dates and meeting times
 - Transcript showing your final grade and credit earned
 - Grading scale from the college showing letter grades and respective numeric equivalents
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Your request will be reviewed and, if approved, your course grade and credits earned will be recorded on your Millennium transcript and incorporated into your high school GPA*.

Credits: A one (1) semester class will equal one (1) high school elective credit.

Grades: Grades will be entered on Millennium transcripts as the numeric equivalent of the letter grade awarded by the college or university, as per the grading scale of the college or university.

In the event that numeric equivalents are not available from the college or university, the grade will be entered on Millennium transcripts as the letter grade awarded and automatically converted to a numeric equivalent per the NYCDOE grading scale (A+ = 98, A = 95, A- = 93, B+ = 88, B = 85, B- = 83, C+ = 78, C = 75, C- = 73, D+ = 69, D = 65, D- = 60, F = 55).

NOTE: After you have earned two (2) semesters of external credits approved for transfer to fulfill one (1) year of elective study at Millennium, you have the option to request a study hall instead of a year-long elective course. Credits must be earned in advance before any modifications can be made to your academic program.

If you wish to take advantage of this option, you must complete a Program Change Request Form during the drop/add period in September. Program changes cannot be made after the drop/add period has passed.

