

Transfer Credit/Dual Credit Approval Form

Application and Pre-Approval Process for Courses Taken Outside of Wilson

In the event that a student's schedule does not accommodate all desired courses or a student wishes to accelerate his or her course of study, students may request to enroll in approved courses at accredited, third-party schools or colleges. Students may elect to complete approved courses during the summer or during the school year.

The following are the steps in the process:

1. Prior to enrolling in the course, the student must submit the transfer credit approval form below / on reverse. It is recommended that students not enroll in any course until he/she knows if the course is approved for transfer to the high school transcript.
2. Upon completion of the course, the student must submit the official grade report or transcript from the school where the course was taken.

The following guidelines will be followed for the transfer of credit from third-party schools/colleges:

- Students/Parents are responsible for the cost of the courses.
- Coursework must be awarded credit by an accredited high school or college.
- All college courses, regardless of 3 or 4 credit value will be equated to 1.0 credit at Wilson.
 - College courses valued at less than 3 credits will be 0.5 credit at Wilson
- Transferred college credits will be awarded a ranking weight of AP weight, or 1.17.
- Courses will be listed on the student's Wilson transcript exactly as they are titled on the grade report or transcript from the school or college where the course was taken.
- There will be a notation on the Wilson transcript that the credit was transferred.
- The grade for the course will be transferred to the student's Wilson transcript and will be calculated in the student's GPA. Wilson will use the following conversion if a numeric grade is not assigned:

A+: 100%

A: 95%

A-: 90%

B+: 88%

B: 85%

B-: 80%

C+: 78%

C: 75%

C-: 70%

D+: 68%

D: 65%

D-: 60%

F: 50%

Transfer Credit Approval Form

Student Name: _____ Grade: _____

Wilson ID Number: _____

Requested Course (List all)

Name/Course Number/Time/Day(s) of class : _____

Name/Course Number/Time/Day(s) of class : _____

Name/Course Number/Time/Day(s) of class : _____

Name/Course Number/Time/Day(s) of class : _____

Remember you must provide a transcript and be approved to receive credit.

Term (circle one): Fall / Spring / Summer

School year: _____

Institution / school: _____

Signature: _____ Date: _____ Student

Signature: _____ Date: _____ Parent

Signature: _____ Date: _____ Counselor

Administrative Approval:

Course Approval (circle one): APPROVED DENIED

Signature: _____ Date: _____