



Application for Academic Transfer Credit

- Please refer to the school catalog for the course description to ensure all general requirements of the course have been met.
- Each application **must include** documentation of the student's work in order to process this application. Please refer to the Transfer Credit section of the school catalog for more information or contact the Academic Advisor. Documentation will not be returned, so please submit copies.
- Cornerstone Prep may request additional documentation for this course.
- Although Cornerstone Prep may accept this course for diploma credit, CPA is not in a position to validate this course for any other educational institution.
- All requests will be reviewed according to the guidelines set forth by the Academic Affairs Committee.
- If this course is accepted, it will appear on the student's transcript. However, transferred courses will not be calculated into the student's overall grade point ratio.



Application for Academic Transfer Credit

Student Name: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Social Security Number: ____ - ____ - ____ Current Grade _____

Parent's Name: _____ Phone: _____

Academic Transfer Course Information

Course Name: _____ Full Year? _____ or One Semester? _____

Course Taken at (check one): Home _____ School _____ Other _____

Name of School: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Course Instructor/Qualifications: _____

Text/Curriculum Use: _____

Was text completed? _____ If not, how much was covered? _____

Date Course Began: _____ Date Course Ended: _____ Total Number of Weeks: _____

Hours of Direct Instruction Time Per Week: _____ Time Spent Outside of Class: _____ (study/practice time)

Student was performing on a high school level? Yes or No If no, why not? _____

Course Grade Received: _____ How was the grade determined? _____

Describe the method of evaluation for this course (type of test, homework, reports, projects, how much of each, teacher observations, recitals, etc.): _____

Describe the course, including all major topics: _____

Signature of Instructor: _____ Date: _____