

# MIDDLETON ACADEMY

Virtual Learning Success

## **TRANSFER CREDIT:**

Transfer credit for secondary courses may be awarded if such courses are found to meet the standards of the accepting institution and the requirements of the specific program.

Students who wish to enroll in the MIDDLETON ACADEMY diploma program should complete an application and submit the application to MIDDLETON ACADEMY. The student should request that their school of record send an official transcript to MIDDLETON ACADEMY for evaluation. If the transcript is a foreign transcript the approved third party translator should send the transcript directly to MIDDLETON ACADEMY in a sealed envelope. The approved third party translator must submit their credentials to translate transcripts with the documents.

MIDDLETON ACADEMY accepts transfer credits within our policy requirements from nationally or regionally accredited institutions. U.S. transferred credits are based on the Carnegie Unit. Foreign credits that are transferred should be based on a comparable system of measurement (documentation of the credit structure is required). Transfer credit from foreign schools is only awarded for high-school level courses. Transfer credits must have a grade of a “D” or above or a comparable unit. Transfer credits that are not part of MIDDLETON ACADEMY core curriculum will be applied toward the elective credit requirement. Credits are transferred with the letter or numerical grade awarded by the previously approved high school.

All MIDDLETON ACADEMY students seeking a diploma with MIDDLETON ACADEMY must meet the institution’s core curriculum requirements and the approved number of elective courses. If the above conditions are met through transfer credits, MIDDLETON ACADEMY requires that the student complete a minimum of five units of credit comparable to the Carnegie Unit, through MIDDLETON ACADEMY as a residency requirement to be eligible to receive a high school diploma. Credits earned that are not within the last 7 years will not be counted toward MIDDLETON ACADEMY’s core curriculum requirements but may be counted toward elective credits provided other policy conditions are met.

Transcripts submitted for evaluation for credit must be official transcripts from the sending institution. If needed to assist in evaluating a course for credit, the student will submit course catalogs, syllabi or course outlines and any other documentation required by MIDDLETON ACADEMY to make an educated decision as to the applicability of the course to MIDDLETON ACADEMY’ course requirements.

MIDDLETON ACADEMY shall accept, at its discretion, credit from other sources.

*\*Please direct questions to [robin.poole@middletonacademy.com](mailto:robin.poole@middletonacademy.com)*