

# Karl G. maeser preparatory Academy

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**Academic Credit Policies**

**Updated & Approved August 11, 2015**

### Transfer Students

When students transfer to Karl G. Maeser Preparatory Academy (Maeser) the Registrar in consultation with the counseling department will grant appropriate course credit after review of the official signed transcript and school records.

## Grade Replacement

Maeser will not replace an “F” grade or any other grade, except an “I” (Incomplete) from an official transcript. An “F” grade will remain on a student’s transcript and be calculated in the overall GPA. Students who retake a course will earn a grade and credit and the most recent grade will replace the prior grade for GPA calculations, however, the original grade will remain on the official transcript.

## Active Enrollment Status

Students must be enrolled in at least six courses per term at Maeser in order to maintain status as a Maeser student.

### Credit Waivers (for Transfer students only)

1. Waivers or substitutions for graduation requirements will only be considered for comparable course work and load.

2. A request to waive a graduation requirement or to substitute a course requirement must be made in writing using forms obtainable from the Maeser counseling office. Student and parents must meet with his/her counselor to discuss options, such as schedule adjustments, prior to submitting a waiver request. Counseling will submit the written request, a current transcript, and projected class schedule through graduation with the counseling recommendation to the Academic Review committee (consisting of counseling, administration, and registrar) in order for the request to be considered. Appeals will go to Maeser Board.

4. Requests for waivers for seniors must be submitted by November 1st of the senior year.

5. Students will not be granted waivers or substitutions if an adjustment to their schedule allows them to meet the requirement. Waivers are not granted to "escape" from requirements but rather to allow room in the schedule to take classes that address SEOP goals. Waivers are not granted to create room in the academic schedule for internships or work experience. Work-based learning is to be scheduled after school hours if graduation requirements have not been met.

7. Waivers or substitutions will never be granted due to course failure or for early graduation.

8. Medical waivers for physical education must be requested as soon as condition warrants. Medical waivers must include a note from a physician with specific limitation requests noted. The school reserves the option to require alternate physical education classes in lieu of medical waiver (with a physician's approval).

### Dropping a Course

Classes cannot be dropped after 14 days. Dropping a course after ten school days into any given term will result in the student receiving an “W” in that course for that term unless due to medical reasons.

### Attendance

Refer to Attendance policy and protocol.

### Credit Makeup

Credits for failed courses must be made up. Recommendations from teachers and Counseling Office on credit make-up should be approved through Academic Review Committee, which is composed of the Director, the high school Dean of Students, and a member of the counseling department.

### College & Career Readiness Conferences

Academic, extracurricular, career, and personal goals will be addressed in each student’s annual College & Career Readiness conference with the counseling department.

### Early Graduation

Students may graduate at the conclusion of 11th grade or at the conclusion of the second term of their senior year if they satisfy the credits required per the Graduation Policy. Applications for early graduation must be received in the Counseling Department by the add/drop deadline of the school year they are planning on graduating, and must be approved by Academic Review Committee upon recommendation of the school counseling office.