



Heritage Academy Guidelines for Participation in Commencement Exercises

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Commencement Exercises

Commencement is an annual ceremony of closure to the academic year when parents, teachers, students, and administrators gather to corporately reaffirm and celebrate fulfillment of mission. One aspect of commencement includes the recognition of seniors and the awarding of diplomas. Guidelines for participating in Commencement Exercises are as follows:

Meet Residency Requirements

Students who desire to participate in Heritage Academy's Commencement Exercises must be enrolled at Heritage Academy in a minimum of one course each semester of their senior year, successfully earning a minimum of ½ unit of high school credit from Heritage Academy both semesters.

Submit Affirmation of Intent Form

An *Affirmation of Intent Form* signed by a parent, must be completed and submitted to the school with enrollment forms related to the student's senior year.

Submit Graduation Fee

Parents who elect for their student to participate in Heritage Academy's annual Commencement Exercises will be assessed a \$50.00, non-refundable graduation fee.

Order Cap and Gown

Families will be responsible for purchasing a cap and gown (designated and approved by Heritage Academy) through Jostens or from another family who is wishing to resell theirs following their student's graduation. A Josten's representative will be scheduled to visit campus during a Friday class meeting in November or December, at which time students will also receive order forms for purchasing a cap and gown and graduation announcements. Students will have one to two weeks to complete the order form and return it to Heritage.

Pay Balance in Full

Students whose tuition has not been paid in full on or before the Saturday before Commencement Exercises occur may not be permitted to participate in Commencement Exercises.

Accept Status of Participants

Non diploma-seeking students will be recognized as "Attending Seniors" and will be awarded a Certificate of Recognition in place of a Heritage Academy Diploma. Heritage Academy students who have fulfilled diploma requirements as set forth by Heritage Academy will be considered "Graduating Seniors" and be awarded a Heritage Academy Diploma.

Requirements for Receiving a Heritage Academy Diploma

Comply with Residency Standard

To receive a diploma from Heritage Academy, one of two residency requirements must be met.

- Option 1: Two credits (four courses) must be completed at Heritage Academy during each semester of the student's junior and senior years, for a total of eight credits.
- Option 2: Two and one-half credits (5 courses) must be completed at Heritage Academy each semester of the student's senior year, for a total of five credits.

Maintain of Minimum Cumulative Grade Point Average

The student must maintain a minimum cumulative grade point average of 2.0 or above (equivalent to the letter grade C).

Submit Record of College Entrance Exams

Formal record of scores from either the ACT or SAT College Entrance Exams must be submitted to Heritage Academy's office on or before May 1 of the student's senior year.

Successfully Pass of Federal and State Constitution Exams

Formal record showing the student's completion of one semester of American Government and his or her successful passing of state and federal constitution exams must be submitted to Heritage Academy, as required by Missouri State Law.

Submit an Affirmation of Intent Form

An *Affirmation of Intent Form* signed by a parent, must be completed and submitted to the school with enrollment forms related to the student's senior year.

Fulfill of Course Requirements

Please review the document titled *High School Credit Review* that identifies the following:

- the courses your student has completed and the credit he/she has been awarded
- the number of credits your student must still achieve to graduate
- courses the school expects you to seek transfer credit for
- a recommended course load for your student's senior year
- additional notes

All diploma-seeking students must successfully pass the sixteen courses required for all students and achieve 24 credits in total to fulfill course requirements.

Submit Payment of Graduation Fee

Parents who elect for their student to participate in Heritage Academy's annual Commencement Exercises will be assessed a \$50.00, non-refundable graduation fee.

Pay Balance in Full

Diplomas will be withheld from students whose tuition has not been paid in full when Commencement Exercises occur.

Applying for Transfer Credit (Deadlines and Protocols)

Applications for Transfer Credit are only considered when the course submitted for evaluation must be awarded transfer credit in order for the student to fulfill Heritage Academy's diploma requirements.

Fees for Transfer Credit are as follows:

Transfer Credit Evaluation Fee

Payment of the appropriate evaluation fee must accompany each *Application for Transfer Credit*. The amount of each evaluation fee may be determined by the source from which the transfer credit is expected to come.

Transfer Credit Sourced in a Public or Private School Setting

Fee: \$5.00

Transfer Credit Sourced in a Home School Setting

Fee #1: \$20 for the first application coming from each discipline (per student)

Fee #2: \$10 for additional applications coming from the same discipline (per student)

Discipline Categories

Mathematics

Science

Fine Arts

Practical Arts

Language Arts

Social Studies

Foreign Language

Physical Education

**** Applications for Transfer Credit must be submitted before August 1 of the student's senior year. ****

Applications submitted after this time will be assessed a \$25 late-submission fee.

Applications must be accompanied by the necessary supporting documentation, unless the application being submitted relates to a course that is currently in progress - *see note below**. Applications for completed courses that remain without the necessary documentation after August 1, will be considered late and be assessed the \$25 late fee.

Late applications will continue to be accepted through February 1 of the student's senior year.

* Submitting Application(s) for Courses Currently In Progress

An *Application for Transfer Credit* for the course should be submitted to the school office on or before August 1, to avoid the \$25 late-submission fee. If the course is a home-school course, the complete body of supporting documentation for this in-progress course and a final transcript should be submitted to the school no later than the third Wednesday in April. Applications that remain lacking in supporting documentation after the third Wednesday in April, may forfeit their eligibility for review.

If the course is being completed in another public or private school setting and a passing semester grade and transcript for the course can not be provided to Heritage Academy before the date of Commencement Exercises, Heritage Academy will refrain from giving the student the diploma prepared for him/her on the day of Commencement Exercises. The student will instead receive an empty diploma cover at the time of Commencement Exercises (although this will remain unannounced to those in attendance), and the student will be able to pick up his/her diploma from the office once the school has received a transcript that reflects the student having received a passing semester grade for the course.