



Heritage Academy Academic Guidelines for Students' Senior Year

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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.

Standards for Participation in Commencement Exercises

Residency Requirement

Students wishing 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.

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.

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.

Balance Paid 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.

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.

Standards for Achieving a Heritage Academy Diploma

Compliance with Residency Standard

To receive a diploma from Heritage Academy, one of two residence 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.

Maintenance 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).

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.

Successful Passing 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.

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.

Fulfillment 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.

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.

Balance Paid in Full

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

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 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 not accompanied by the necessary supporting documentation 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* should be submitted to the school office on or before August 1, to avoid the \$25 late-submission fee. The complete body of supporting documentation for this in-progress course should be submitted no later than April 15. Applications that remain lacking in supporting documentation after April 15, may forfeit their eligibility for review.