

# Policy 2510 Grade Transcription Procedures for Districts/Schools



West Virginia DEPARTMENT OF  
**EDUCATION**

## **Transcribing high school credits taken prior to grade 9:**

Any student who successfully completes a high school level course (one meeting the high school approved content standards and taught by a content-certified teacher) prior to grade 9 shall receive full credit for that course toward graduation requirements. The student's permanent record for Grades 9-12 shall indicate completion of the courses. The grade and quality points for any credit-bearing course taken prior to grade 9 becomes part of the student's permanent record and is calculated in the student's high school grade point average (GPA). *WVBE Policy 2510 6.4.a.2*

## **Transcribing failed courses:**

All students will receive appropriate grades and/or credit for all work completed while attending school, regardless of the duration of their enrollment period. Students cannot receive credit for the same course twice. When a student retakes a failed course, both grades shall be utilized and transcribed, and the county grading policy will determine how these courses are calculated in the GPA. *WVBE Policy 2510 6.4.a.3*

## **Changing transcribed grades:**

A teacher may not be required to change a student's grade on an individual assignment, a report card, or transcript unless there is clear and convincing evidence that there was an error. W. Va. Code §18-5-46 and WVBE Policy 2510 6.4.a.3.A Transcribed grades (including weight) and grade point averages may not be changed once they are issued by a teacher and transcribed by a county unless a computation error occurred as verified by the teacher issuing the grade and agreeing to the change. *WVBE Policy 2510 9.1.h.2*

## **Transcribing grades for transfer students:**

A student who transfers into a West Virginia school from another country, state, or West Virginia public school with different graduation requirements may not be able to complete the requirements for graduation. In such cases, the student's credits shall be evaluated by the county superintendent or designee in the receiving county to determine if one or more county and/or state requirements can be substituted with an equivalent course. Any courses requiring a waiver must be reviewed and approved by the State Superintendent of Schools or designee. *WVBE Policy 2510 6.4.d*

- » **Equivalent Course** – implies relating to similar content in worth or significance.
- » When students transfer from one county to another in West Virginia, the grades are automatically transferred via WVEIS. If the receiving county requires more credits for graduation, it is the receiving county's decision to waive or require the student to complete the additional graduation requirements beyond the state minimum.
- » If students transfer from another state with courses not offered in the receiving county, the following applies:
  - Find an equivalent course and code in the WVEIS course code manual or directory. Most of these can be found under the miscellaneous section.
  - If you cannot find an equivalent course code, contact the Office of PK-12 Academic Support or call 304-558-8098 for assistance in locating an appropriate code.
- » Counties are not required to create standards or request a course code to award credit for transfer courses. This includes transfers from non-public schools, non-accredited schools, and homeschools. If you are unable to find an appropriate course code, contact the Office of PK-12 Academic Support at 304-558-8098 for assistance.

- » A county may also request an individual student waiver for Policy 2510 graduation requirements (please see attached form).
- » Grades (including quality points) provided from non-public non-accredited schools, home schools and Hope Scholarship programs shall be recorded and utilized in the calculation of the student's GPA in WVEIS as found on the educational record.
- » The use of the O0 (*letter 'O', zero*) extension in WVEIS should not be used for students who transfer from another state or country. The use of the O0 (*letter 'O', zero*) extension is exclusively for the purposes of students transferring from home school or non-accredited, non-public schools. Additionally, names of schools, states, or countries should not be placed on the transcript in the course name. All credits accepted by the school should appear identical to those taken in the receiving school, unless notated appropriately with the O0 (*letter 'O', zero*) extension.

### **Transcribing grades from non-public school or a home school program:**

West Virginia Code § 18-8-1a(e) mandates that public school systems accept a transcript or other credential provided by a public-school program, non-public school program, or home school program as record of a student's previous academic performance for the purpose of placement and credit assignment. A West Virginia student or a student from another state who is eligible to enroll in a public school in this state shall be enrolled in the same grade as the student was enrolled at the school or program from which the student transferred. The school system shall transcribe the student's grades from home school programs and non-public school programs denoting that the student received the credit from a source other than a program accredited through W. Va. 126CSR13C, Policy 2330, Nonpublic School Accreditation, and that the credit was accepted and recognized by a West Virginia public school pursuant to W. Va. Code §18-8-1a. *WVBE Policy 2510, §9.1.h.3*

- » All counties must use the uniform grading rules established by the WVBE for courses which high school credit is awarded (W. Va. Code §18-2-5).
- » The use of the O0 (*letter 'O', zero*) extension is exclusively for the purposes of students transferring from home school or non-accredited, non-public schools.
- » Because W. Va. Code §18-8-2a(e) and WVBE Policy 2510, §9.1.h.3 expressly require public school systems to accept a student's transcripts and to transcribe a student's grades from a home school or non-public school program, school systems are required to give those students letter grades and corresponding quality points reflected in the uniform grading rules established by the WVBE. Public school systems do not have the discretion to attribute a Pass/Fail credit with no quality points for courses merely because the student comes from a home school or non-public school program.

### **Uniform Grading Scale:**

All counties must use the uniform grading rules established by the WVBE for courses which high school credit is awarded (W. Va. Code §18-2-5). This includes percentages, letter grades, and corresponding quality points found in WVBE Policy 2510. The non-weighted grading scale must be used for any courses taken for high school credit, other than courses that the county requires or choose to weight (see weighted course grading scale). A county may, but is not required to, adopt this grading scale for use in courses or grade levels for which high school credit is not involved.

- » **Pass/Fail** - If a student transfers with a pass/fail grade that was awarded credit, it is recommended that the county attempt to contact the school where the course was taken and attempt to obtain a letter or numerical grade. Alternately, a content area teacher may either through written or verbal assessment, work with the student to determine the student's knowledge level of the said course. A letter grade may be assigned if the teacher, student, and parent agree with the assigned grade for the course. If you are unable to obtain a grade using the preceding two options, contact the Office of PK-12 Academic Support at 304-558-8098.
- » **Weighted Grades** - Counties shall issue weighted grades for AP® courses, AC courses, Dual Credit, and IB® courses for which high school credit is to be awarded. The County Board has discretionary authority to issue weighted grades for other advanced high school courses. Students transferring into a county will follow that county's policy on the weighting of other advanced high school courses with regard to class rank, but the student's transcribed grades, quality points, and GPA cannot be changed on the student's permanent record.