



## Millennium High School

75 Broad Street, 13<sup>th</sup> floor, New York, NY 10004

Phone 212-825-9008 ~ Fax 212-825-9095 ~ [www.millenniumhs.org](http://www.millenniumhs.org)

Colin McEvoy, Principal

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### TRANSFER CREDIT REQUESTS: INSTRUCTIONS

*This document describes the necessary requirements for any student wishing to receive high school credit for academic coursework completed at a college or university. Earned credit will be counted towards high school elective credit only.*

Students seeking credit for college coursework must **provide printed copies** of the following to Millennium High School **within 20 school days** of the completion of your course:

- Completed Transfer Credit Request Form with all details and signatures
  - Course syllabus including a course description and list of major assignments and exams
  - Course schedule including class dates and meeting times
  - Transcript showing your final grade and credit earned
  - Grading scale from the college showing letter grades and respective numeric equivalents
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College Now Partnerships: Approved courses will be added to the student's program and transcript with an appropriate title and a mark determined by the college's grading policy. In the event that numeric equivalents are not available from the college or university, the grade will be entered according to the NYCDOE grading scale (A+ = 98, A = 95, A- = 93, B+ = 88, B = 85, B- = 83, C+ = 78, C = 75, C- = 73, D+ = 69, D = 65, D- = 60, F = 55).

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Credits: A one (1) semester college class will equal one (1) high school elective credit.

NOTE: Two (2) semesters of external credits approved for transfer may fulfill one (1) year of elective study at Millennium if you request a study hall instead of a year-long elective course using the Program Change Request form during the appropriate time period in September. Credits must be earned in advance before any modifications can be made to your academic program.

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## TRANSFER CREDIT REQUEST FORM

Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

*By submitting this form and required documentation, I hereby request transfer credit for the course listed below. I understand that, if approved and allowed, my course grade and credit earned will be recorded on my Millennium transcript and incorporated into my high school GPA\* and cannot be removed.*

### College Course Information:

Name of college/university: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Semester (check one):  Fall  Spring  Summer  Other

### Attach printed copies of the following supporting documentation:

- Course syllabus including a course description and list of major assignments and exams
- Course schedule including class dates and meeting times
- Transcript showing your final grade and credit earned
- Grading scale from the college showing letter grades and respective numeric equivalents

\_\_\_\_\_  
Student signature                      Date              Parent signature                      Date              Advisor signature                      Date

*Submit your completed form and supporting documentation to the Principal*

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### Office Use Only

Initial review       Missing documentation       Approved       Credits transferred to MHS transcript

High School Course Code: \_\_\_\_\_ Grade: \_\_\_\_\_ Numerical Conversion: \_\_\_\_\_

\_\_\_\_\_  
Assistant Principal                      Date                      Principal                      Date

\* Subject to change based on current NYCDOE policy