

# Mason Dixon Homeschoolers' Association – Diploma Program

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CREDITS EARNED PRIOR TO NINTH GRADE (PC)

Advanced students who have completed high school level work (9<sup>th</sup> to 12<sup>th</sup> grades) in 7<sup>th</sup> or 8<sup>th</sup> grades may apply for up to two courses to be credited for 9<sup>th</sup> to 12<sup>th</sup> grades coursework. If applying for Prior Credits, complete this application and submit it with the initial Diploma Program Registration and Filing Form.

**Evaluators should not award credits on an MDHSA Transcript for courses studied before 9<sup>th</sup> grade unless a Prior Credits Application has been submitted and approved by the MDHSA office.**

**The MDHSA Diploma Guide describes in detail the expectation placed on the student's accomplishments in coursework completed prior to 9<sup>th</sup> grade for the purpose of requesting prior credits. Please read the Diploma Guide before completing the PC form and/or registering with the MDHSA Diploma Program.**

### COURSE GUIDELINES:

English and Social Studies work that is completed prior to 9<sup>th</sup> grade will **only** be accepted for credit in the Arts and Humanities or Electives categories.

*NOTE: If applying for Prior Credits for an English Composition course, a sample of the writing done in the course MUST be submitted with this application. If applying for Prior Credits for a Literature course, a book list for that course must be submitted with this application.*

Science for which credit will be considered includes high school level Biology, Chemistry, and Physics. Physical Science will be considered if the course included labs and lab reports. (Please list as Physical Science with Lab on the application.) If a high school level textbook has not been used for the study of these subjects, a list of topics covered and a description of how they meet the secondary level requirement must be submitted.

Foreign Language study that includes a well-documented hourly log or the use of what is clearly a secondary level textbook will be accepted for credit in the Arts and Humanities category.

Math courses that may be considered for high school credits include Algebra I, Geometry, Algebra II, Trigonometry, and Pre-calculus. If a high school level textbook has not been used for the study of these subjects, a list of topics covered and a description of how they meet the secondary level requirement must be submitted. Pre-Algebra will not be accepted as a Prior Credit.

Art and Music coursework may **not** be submitted for credits completed in years prior to 9<sup>th</sup> grade.

MAIL THE COMPLETED FORM, FEE, AND SUPPORTING DOCUMENTATION TO:

MDHSA – PC

32 W. Main Street #5

Waynesboro, PA 17268

[diploma@masondixonhomeschoolers.org](mailto:diploma@masondixonhomeschoolers.org)

**DO NOT SUBMIT THE INSTRUCTIONS PAGE OF THIS DOCUMENT WITH THE PC APPLICATION AND REQUIRED ITEMS.**

NEXT PAGE: Prior Credits (PC) Application. Please complete all fields / sections.

## Mason Dixon Homeschoolers' Association – Diploma Program

### Application for Credits Earned Prior to Ninth Grade (PC)

**(Please use a separate form for each course)**

Student's Name: \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Course Requesting Prior Credit Approval: \_\_\_\_\_

Subject Category Requested for this Course: \_\_\_\_\_

Grade Student Completed Course: (7<sup>th</sup> or 8<sup>th</sup>) \_\_\_\_\_

Final Grade Awarded for Coursework: \_\_\_\_\_ Final Credit Earned for Coursework: \_\_\_\_\_

**CONTACT INFORMATION:** Supervisor (print name) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

#### ENCLOSE THE FOLLOWING: ALL ITEMS REQUIRED!

1. \_\_\_\_\_ \$15.00 Fee enclosed (per course) Check # \_\_\_\_\_ Date \_\_\_\_\_
2. \_\_\_\_\_ A self-addressed stamped envelope; a response to the Prior Credits Application will be mailed to the Supervisor within 30 days of receipt.
3. \_\_\_\_\_ Test scores, work samples, college equivalency exam results (such as CLEP or AP), and/or descriptions that demonstrate high school level work or higher.
4. \_\_\_\_\_ A list of all resources, learning activities, textbooks, videos, library books, apprenticeships, and / or instructors, etc., where the course was taken, or a description of what has been used to complete this course. If there are grade levels and publishers or authors, please list those as well.
5. \_\_\_\_\_ If applicable, an instructor's evaluation and (*if possible*) recommendation that high school credit be awarded for this course.

**FAILURE TO ENCLOSE THE ABOVE-LISTED ITEMS WILL RESULT IN THE PRIOR CREDIT FORM BEING RETURNED OR DENIED UNTIL SUPPORTING COURSE DOCUMENTATION HAS BEEN RECEIVED BY MDHSA.**

I certify that, to the best of my knowledge, this coursework was completed as described on the attached documentation, and that such work demonstrates a secondary level (9<sup>th</sup> –12<sup>th</sup> grades) accomplishment.

**I also attest that I have read the ADVISEMENT Section of the Diploma Guide.**

Evaluator / Other Instructor Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

#### OFFICE USE ONLY:

Approved: Date \_\_\_\_\_ Initials \_\_\_\_\_ Category Subject to be placed on the Transcript: \_\_\_\_\_  
**(SUPERVISOR: A copy of this approval form should be provided to the Evaluator at the 9<sup>th</sup> grade evaluation. The courses must then be entered on the MDHSA Transcript along with the 9<sup>th</sup> grade courses. No further designation is necessary or permitted.)**

Denied: Date \_\_\_\_\_ Initials \_\_\_\_\_

Explanations / Notes: \_\_\_\_\_