

 **San Jose Chinese School** 
Credit Transfer

I. Qualifications:


1. High school students attending 9th to 12th grades at San Jose Chinese School (SJCS). High school students who are in other grades at SJCS would be considered on a case by case basis, and
2. San Jose Unified School District high school students; and
3. Maintain a 70% attendance (attend 23 classes in one academic year), and
4. Maintain an average grade of 70 (out of 100 points).

II. Credit:

1. Qualified students have to turn in their applications. **5 pass/no pass Elective Credits** will be awarded upon approval from SJCS and the students' attending high schools.
2. The first year a student starts applying for credits is regarded as CHINESE I, the following year is CHINESE II and so forth. Students have to follow this process of advancement. Skipping level is not allowed.
3. Credits are awarded at the end of the school year. Up to 20 credits can be awarded over a four-year period.

III. Application Process:

1. Students who have difficulties meeting the attendance requirement can apply for make up classes. Make up class schedule will be announced in January or February for students to sign up. **Class representatives / Class leaders** will **collect all** sign-up sheets and credit transfer applications and return them to the Academic Department before the deadline.
2. When a student has fulfilled the above requirements in late May, SJCS principal and responsible teacher will sign and stamp the student's application form with the school seal. Then the application form and the student's report card will be sent to the student's attending high school for the principal's approval and credit award.

 (SJCS will turn in the necessary paper work for Leland students. Students from other schools in the San Jose Unified School District have to turn in their forms by themselves. Students from other school districts are advised to consult their schools before taking any action.

Please direct your questions to the Academic Department
< Room E1 or by email: academic@sanjosechineseschool.org>