SACRED HEART PREPARATORY
ACADEMIC & SCHEDULING POLICIES

PASSING GRADES AT SHP

SHP ties some of its graduation requirements to the minimum University of California entrance requirements (i.e., the “a-g” subject requirements – see current SHP College Handbook or UC publications for details). In order to ensure that all of our graduates meet the minimum UC entrance requirements, a passing grade of C- or higher must be earned in SHP courses that are needed to meet those minimum UC entrance requirements. See below for courses in each subject area that must be passed with a C- or higher.

For all other courses taken at SHP not listed below for which grades are earned, a D- or higher is considered a passing grade. A grade of F results in no credit. Students are required to make up any lost credit.

**English**
An SHP student must earn a C- or higher in the following courses:
- English 1 (freshman year – both semesters)
- US Literature (sophomore year – both semesters)
- AP English Language (junior year – both semesters)
- Two senior semester electives (senior year – both semesters)

**Fine Arts**
An SHP student must earn a C- or higher in both semesters of any one of the following year-long courses:
- Dance, Intermediate & Advanced Dance
- Introductions to Documentary and Narrative Filmmaking
- Fundamentals of Design & Images
- Drama
- Chorus & Advanced Chorus
- Instrumental Music
- Advanced Instrumental Music
- Photography
- Studio Art
- Ceramics

**Mathematics**
An SHP student must earn a C- or higher in both semesters of Algebra 1, Geometry and Algebra 2. The exception to this is for those students who meet the “validation” rule. See below for an explanation of this rule.

**Science**
An SHP student must earn a C- or higher in both semesters of Biology and Chemistry.

**Social Science**
An SHP student must earn a C- or higher in both of the following:
- both semesters of Modern World History, AP World History, or 2 Social Science seminars
- both semesters of US History

**World Languages**
An SHP student must earn a C- or higher in both semesters of level 1 and level 2 of French, Latin, Mandarin, or Spanish. The exception to this is for those students who meet the “validation” rule. See below for an explanation of this rule.
**Validation Rule**

SHP applies the University of California “validation rule” to certain Mathematics and World Languages courses. The validation rule means that a student who earns below a C- in a UC-required Mathematics or World Languages course (and thus, has not passed that course) can avoid having to repeat the course by passing a subsequent Mathematics or World Languages course that “validates” previous semesters of the course that was not passed with a grade of C- or higher.

For example, a student who earns below a C- in the first semester of Spanish 2 but who earns a C- or higher in the second semester of Spanish 2 has “validated” the first semester of Spanish 2 and thus, does not have to repeat the first semester of Spanish 2 in summer school. Both SHP and UC consider that such a student has fulfilled the requirements for Spanish 2. The student may opt to repeat the first semester of Spanish 2 in order to present a higher grade to colleges; however, there is no requirement to do so.

For questions on UC’s validation rules, contact the Assistant Principal, Academic Life.

**PLACEMENT POLICIES**

**Matriculation**
Sacred Heart Preparatory does not accept academic credit towards graduation from any other institution, except in the case of Geometry Jump. Students must complete all minimum graduation requirements at SHP.

**Placement for Entering Freshmen**
All freshman applicants who wish to enroll in advanced levels of Math, World Languages, or Science must receive departmental approval to do so. Approval is dependent on a variety of factors that may include student performance on placement exams given in May, scores on the HSPT (High School Placement Test), eighth grade transcripts, and/or recommendations from eighth grade teachers. SHP credit is not given for any courses taken prior to freshman year.

**Placement for Transfer Students**
Entering transfer students must see the Assistant Principal, Academic Life before the beginning of fall or spring semester to have their credits evaluated with respect to SHP graduation requirements.

**Honors and Advanced Placement Courses**
Sacred Heart Preparatory offers Honors and AP courses to qualified students. See specific course descriptions for details. In general, Honors courses are designed for the student who has the desire and the ability to pursue a subject in more detail and greater depth. AP courses are college-level courses taken at the high school during the high school years. With rare exception, AP courses require a one-year commitment on the part of the student and cannot be changed or dropped once the semester begins. AP courses presuppose the willingness and ability to perform at a significantly accelerated level.

All students in AP courses are required to take the AP exam given in May. The AP exam score itself has no bearing on the student’s grade in the course; in fact, results are typically not available until July. A satisfactory level of achievement on the examination may result in college credit; however, each college has its own policies regarding the granting of college credit for AP courses.

For both Honors and AP courses, an additional one-third (0.333...) of a grade point is added to the letter grade points indicated in the table in the section entitled GPA Calculation.

**Placement in Honors and Advanced Placement Courses**
Nearly all Honors and AP courses at SHP have prerequisites that must be met for enrollment in those courses. Many of the prerequisites include a specific spring semester grade that must be met or exceeded in the given prerequisite course. Prerequisites specific to each course are listed with the course descriptions.

During the spring semester, students meet with their school counselors to enter their course requests. While the fall semester grades may give an indication of possible success in Honors and AP courses, actual placement in all courses
is done in June after the spring semester final grades are posted and checked against the prerequisites. Requesting Honors or AP courses in spring does not guarantee placement in those courses.

SCHEDULING POLICIES

Course Requests
Course requests for the subsequent school year are completed during the spring semester. All course requests for the subsequent school year must be finalized by 4:00pm on the last day of school in April and may not be changed.

Schedule Changes
Requests to change enrollment in fall semester and/or year-long courses must be made between August 1 and the last day of the first cycle of classes during the fall semester.

Requests to change spring semester courses must be made by the last school day in September. There is no drop/add period in the spring semester, with the following exceptions: level changes, dropping a 7th class, adding a 7th class (provided it fits into the student’s free period), or correcting a scheduling error.

Withdrawing from Classes
For fall semester classes, a student may withdraw from a class no later than the fourth Wednesday in October provided the student maintains the required number of courses. There will be no record on the transcript if the withdrawal takes place by the last school day in September. If the withdrawal occurs in October, the student will receive a “W” on the transcript.

Students may not withdraw from a year-long course at any time after the fourth Wednesday in October. With rare exception, AP courses require a one-year commitment on the part of the student and cannot be changed or dropped after the first cycle of classes in the fall semester. Waivers of this policy must meet the approval of the Assistant Principal, Academic Life.

In the spring semester, a student may withdraw from a one-semester class no later than the last school day in January with no record on the transcript provided the student maintains the required number of courses. Withdrawals are not allowed in the spring semester beyond the last school day in January.

In order to withdraw from a class after the first cycle of classes, the student must go through a process in which he/she has conversations with and obtains signatures from his/her School Counselor, the relevant Department Head, the teacher, and for seniors, an SHP College Counselor. The conversations are intended to make sure the student makes an educated decision concerning the withdrawal, based on significant discussion about the possible ramifications, if any, of withdrawing from the class. The Withdrawal from Class Form clearly articulates the process and must be completed and returned to them before the withdrawal can occur.

NOTE: Seniors should be aware that College Counseling must notify colleges of any such withdrawals for those colleges that have already received information about the senior’s schedule.

Online Learning courses: please refer to the Online Learning section for SophieConnect registration policies.

Moving from Honors/AP Level Classes to Regular Level Classes
Students may move from an Honors or AP level class to a regular level class during the first cycle of classes in the fall semester. After the first cycle in the fall semester, a student in a year-long Honors or AP class may request to move to the mainstream equivalent, only if the following criteria has been met:

- The move is recommended by the teacher & counselor, OR
- The student earned a C (76%) or lower on the first major assessment

A conference with the student, teacher, parent(s) and counselor(s) will be required BEFORE the level change
deadline and if approved a Level Change Form must be completed. Consideration will be given to the student’s mastery of the material to date, overall workload, and/or any extenuating circumstances.

The deadline for such a move is the last school day in September. No moves can be made during the fall semester after the last school day in September, regardless of the student’s grade. Students may request to move from a year-long Honors/AP course at the semester, if their assessment average was at a C or lower during the fall semester. Students may not move from one AP course to a different AP course, with the exception of AP Calculus BC to AP Calculus AB. It should be noted a level change can only occur into the equivalent mainstream course. If there is no equivalent course a change will not be possible.

If a switch occurs by the September deadline, the transcript will show enrollment in the mainstream course only – there will be no record on the transcript that the student was in the Honors/AP level course during that semester. However, the assessment grade(s) the student earned in the Honors/AP course will be transferred to the teacher of the mainstream course and will be included in the student’s overall grade calculation for the mainstream course, with a .333 grade bump.

In order to move from an Honors level class to a mainstream class the student, parent(s), counselor(s), and teacher of the AP/Honors course must meet to discuss the reasons for the request and determine the best course of action. If approved, a Level Change Form must be completed to finalize the move with the registrar. A fee for the AP exam may be incurred.

**Second Semester Schedule Changes for Seniors**
A senior who wishes to change his/her second semester schedule in any way after this information has been sent to colleges must go through a process in which he/she has conversations with and obtains signatures from his/her SHP College Counselor. The conversations are intended to make sure the student makes an educated decision concerning the schedule change, based on significant discussion about the possible ramifications, if any, of such a change. The Second Semester Schedule Change Form clearly articulates the process and must be completed and returned to the School Counselor before the change can occur. Seniors may not drop the second semester of year-long courses.

*NOTE: Seniors should be aware that College Counseling must notify colleges of any second semester schedule change for those colleges that have already received information about the senior’s schedule.*

**Schedule Change Deadlines Summary**

**Fall Semester and Year-long Classes:**
- August 1st through the last school day of the first cycle of classes of the school year – drop/add period for fall semester and year-long courses.
- August 1st through the last school day of the first cycle of classes – last day to move from an Honors level course to a regular level course without going through the level change process.
- The last school day in September
  - Last day to withdraw from a fall semester class without record on transcript
  - Last day to change spring semester courses
  - Last day to move from an Honors/AP level course to a mainstream level course. No record of the Honors/AP course will appear on the transcript. A fee for the AP exam may be incurred.
- The fourth Wednesday in October – last day to withdraw from a fall semester class (including year-long classes). A record of the withdrawal will appear on the transcript.

**Spring Semester:**
- **The last school day in September – last day to change spring semester courses.** Exceptions to extend this deadline may be granted for one of the following reasons:
  - A level change at the semester, with approval
  - Adding or dropping a support class at the semester (CSS or Writer’s Workshop), with approval
  - Adding a 7th class at the semester, **if it does not change any other classes and fits into a free period.**
    - **NOTE:** Courses may not be added after the last day of the first cycle of classes in the spring semester.
  - Dropping a 7th class – the last school day in January is the last day to drop a one semester spring course, with
• After the last school day in January, any course withdrawals will appear on the transcript.

Mixed-Level Classes
In a handful of cases, two classes of different levels will be scheduled into the same classroom, during the same period, with the same teacher. When this is done, it is usually because one or both of the classes are too small to offer separately, and yet are similar enough that the expectations of the students in each level can be differentiated. This may happen in World Languages, Fine Arts, and senior English. Here are some examples of mixed-level classes.

- Latin 2/2 Honors
- AP Latin and Latin 5
- Mandarin 3/3 Honors, Mandarin 4/4 Honors
- Ceramics and Advanced Ceramics
- Advanced Photography and AP 2D Design in Photography

NOTE: This list is not exhaustive, and classes that are mixed-level one year are not necessarily mixed the next year, and vice-versa.

COURSE CREDIT, GRADING, TRANSCRIPT, & ELIGIBILITY POLICIES

Course Credits
SHP courses are worth 0.5 credits per semester.

Grading Scale
The numerical grading scale acts as a guideline for the issuing of letter grades. Those guidelines act as an assurance to students achieving at a certain numerical level that they will receive at least that letter grade equivalent. Please note, teachers are not required to round up student grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>if 93.0 ≤ Numerical Grade &lt; 90.0</td>
</tr>
<tr>
<td>A-</td>
<td>if 90.0 ≤ Numerical Grade &lt; 87.0</td>
</tr>
<tr>
<td>B+</td>
<td>if 87.0 ≤ Numerical Grade &lt; 83.0</td>
</tr>
<tr>
<td>B</td>
<td>if 83.0 ≤ Numerical Grade &lt; 80.0</td>
</tr>
<tr>
<td>B-</td>
<td>if 80.0 ≤ Numerical Grade &lt; 77.0</td>
</tr>
<tr>
<td>C</td>
<td>if 77.0 ≤ Numerical Grade &lt; 70.0</td>
</tr>
<tr>
<td>C-</td>
<td>if 73.0 ≤ Numerical Grade &lt; 70.0</td>
</tr>
<tr>
<td>D</td>
<td>if 67.0 ≤ Numerical Grade &lt; 63.0</td>
</tr>
<tr>
<td>D+</td>
<td>if 63.0 ≤ Numerical Grade &lt; 60.0</td>
</tr>
<tr>
<td>F</td>
<td>if Numerical Grade &lt; 60.0</td>
</tr>
</tbody>
</table>

Courses Graded on a Pass/No Pass Basis
The following courses are graded on a Pass/No Pass basis: Center for Student Success – CSS, English – Writer’s Workshop, and Fine Arts.

Grade Point Average (GPA) – Definition
SHP uses final semester course grades earned through SHP classes (except those few courses that are graded Pass/No Pass) to compute the student’s GPA. The SHP Semester GPA and Cumulative GPA only include credits earned through SHP and appear on the student’s report cards and transcript.

Please note that all colleges use their own criteria to calculate the GPAs of applicants. The GPA calculated by each college will differ in virtually all cases from the SHP-calculated GPA.

GPA Calculation
A student’s GPA is calculated as follows: \( \frac{\text{Total Grade Points}}{\text{Total Credits}} \)

A student’s Total Grade Points is calculated by adding up the grade points earned in each class. The grade points
earned in a non-Honors/AP course that is worth 0.5 credits are given below.

\[
\begin{align*}
A & = 4.0 & B & = 3.0 & C & = 2.0 & D & = 1.0 \\
A- & = 3.667… & B- & = 2.667… & C- & = 1.667… & D- & = 0.667… \\
B+ & = 3.337… & C+ & = 2.333… & D+ & = 1.337… & F & = 0 \\
\end{align*}
\]

For an Honors or AP course, an additional one-third (0.333…) of a point is added to the grade points shown above (e.g., an A- in an Honors class earns 4.0 grade points, since 3.667… + 0.333… = 4.0).

**Incomplete Grades**
When a student is unable to complete required coursework by the end of the semester due to circumstances beyond his/her control, a mark of “Incomplete” may be given at the end of the semester. If the work is not made up within a reasonable period of time (two weeks into the spring semester for an “Incomplete” earned in a fall semester course and two weeks after the end of the spring semester for a spring semester course), the student may lose credit in the course. The teacher must notify the student’s school counselor when it becomes apparent that the student may have difficulty completing the required coursework. It is the student’s responsibility to work closely with the teacher and the school counselor to complete the work in as timely a manner as possible.

**Failing Grades**
If a student does not pass a course that is a graduation requirement for that particular student, the course must be repeated either at SHP or at an approved off-campus institution. If the student intends to repeat the course off-campus, the student must complete the Application for Off-Campus Course in which written prior approval from the school counselor, appropriate department head and Assistant Principal Academic Life must be obtained in order to insure that the off-campus course is an acceptable replacement. The Application for Off-Campus Course may be obtained from the SHP Registrar or may be downloaded from the Students/Resources page on the school's website. The student must have the off-campus institution send an official transcript with a grade for the class to the SHP Registrar when the course has been completed. The transcript will be attached to the SHP transcript; but as the case with any course taken off campus, the grade will not be included in the SHP Overall GPA.

**Transcripts**
The only courses included on the SHP transcript are courses taken during A-G periods at SHP or through Global Online Academy and Sophie Connect.

Students may request through the College Counseling Office that transcripts from other institutions be sent to the colleges to which they apply, so colleges will continue to have access to all relevant coursework done by SHP students – whether the courses were taken at SHP or elsewhere. In order to be included with SHP school documents, the official transcript must be received in the College Counseling office no later than the second Friday in September of the senior year.

Online Learning courses, GOA and SC, earn letter grades which will appear on the student’s official transcript.

**Off-Campus Courses**
Sacred Heart Preparatory does not accept academic credit towards graduation from any other institution, except in the case of Geometry Jump. Students must complete all minimum graduation requirements at SHP. While students may take classes off-campus for their own interest and enrichment, off-campus courses may not replace courses taught at SHP except in very special circumstances. Consult the appropriate school counselor for specifics. Geometry is the only course that SHP allows students to take off-campus during the summer for advancing within a department. Such students must complete an Application for Off-Campus Course and obtain approval from the Mathematics Department Head. Courses taken off-campus for any reason are not included in SHP GPA calculations.

**Academic Permanent Record Policy**
The policy of Sacred Heart Preparatory is in compliance with the HEW regulations as stipulated in the Family Educational Rights and Privacy Act (PL. 90-247, Sec. 438) of August 21, 1974 (popularly known as the Buckley Amendment). The Administration, faculty and staff are committed to safeguard and respect the individual’s right to privacy regardless of the age of the individual.
Release of Records
All requests are regulated by the Privacy Act. Therefore, all requests may be submitted in writing or online via the Sacred Heart Schools website and include a date and signature. For students under 18 years of age, requests must be signed by a parent/guardian. Transcripts are mailed by the Registrar and the Office of College Counseling. Hand-carried copies given to a student or parent are sealed as official and are not official if opened in transit.

NOTICE OF NON-DISCRIMINATORY POLICY
Sacred Heart Schools, Atherton is an equal opportunity academic institution and makes all academic decisions on the basis of merit. In accordance with applicable law, the School prohibits discrimination based on race, color, creed, sex, gender, natural origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration protected by federal, state or local laws. All such discrimination is unlawful.