



Merit College Preparatory Academy

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Homeschool Credit Acceptance Policy

This policy makes it possible for students to receive high school credit from Merit Academy for homeschool coursework. There is a 50-dollar fee per each .50 credit awarded. Only courses offered at Merit Academy, taught by Merit Academy teachers will be considered for high school credit. Each course must follow the criteria outlined below:

Portfolio of validation/evidence – Each course will be assessed individually. For each course we require a portfolio of validation/evidence that adequately demonstrates that the student put forth the effort and mastered the material of the course. It could include such a letter from an outside instructor, sample work, photographs, field trip itineraries, essays, tests, CLEP results, ticket stubs, evaluations, and so forth.

Cover Letter – Each course also requires a cover letter that includes the following:

- **Course description** – This is the name of the course, such as: Early American History, World Geography, Beginning Art, etc.
- **Objective** – This briefly describes the content and goals of the course. What material was covered? What were the purposes and goals of the course?
- **Expectations** – Briefly explain what credit you hope to receive through completion of the course. For example: “To earn 1.0 credit for Earth Science.”
- **Resources** – What sources were used to learn the course? Which books were studied?
- **Method for learning the course** – What was the method used to learn the course? For example: “Student participated in a study group where they read and discussed classics. Students wrote essays on a relevant theme for each work.”
- **Methods of evaluation** – How did you assess that the student adequately put forth the effort and mastered the material of the course?
- **Time evaluation** – A student is required to participate in 120 hours of instruction and study time for each credit hour. (60 for each 0.5 credit hour). To assess the required time you may submit a daily log or summarize a basic schedule for learning such as: “We worked on math 3 days a week for 1.5 hours each day for 30 weeks (3 X 1.5 X 30 = 135 hours).”
- **Assessment Rubric Evaluation** – Here you assess the student’s academic mastery as well as effort put forth for the course. We prefer unbiased outside sources for evaluation wherever possible. For example: a supervisor, gym coach, art teacher, piano teacher.
- **Portfolio items** – Here you explain what materials you are including in your portfolio of validation/evidence and how it demonstrates that the student put forth the effort and mastered the material of the course.

Online Courses

For any online course completed through a provider (online school) other than those listed below, the parent/guardian will be required to provide the counseling office with the following:

- Name of provider
- Course name(s)
- Teacher credentials and CACTUS number (if the teacher has a CACTUS number)
- Completed coursework
- Transcript of final grade

Online Course Providers exempt from above requirements:

Academic Year:

- [Canyons Virtual High School \(CVHS\)](#)
- [Leadership Academy of Utah](#)
- [Mountain Heights Academy](#)
- [Utah Connections Academy](#)
- [Utah Online School \(UOS\)](#)
- [Utah Virtual Academy \(UTVA\)](#)
- [Weber Online](#)

Driver Education:

- [Canyons Virtual High School \(CVHS\)](#)
- [Utah Online School \(UOS\)](#)
- [Weber Online](#)

Summer:

- [Canyons Virtual High School \(CVHS\)](#)
- [Mountain Heights Academy](#)
- [Utah Online School \(UOS\)](#)
- [Weber Online](#)

Board Approved: October, 2018