



AMERICAN INTERNATIONAL SCHOOL OF LIMBE (AISL)

Credit Transfer Policy

Policy Number: AISL-ACA-008

Category: Teaching and Learning

Approved By: Board of Directors

Effective Date: August 2026

Review Cycle: Every Two Years

"AISL values the diverse educational experiences of transferring students and is committed to ensuring fair, consistent, and transparent evaluation of previous learning while maintaining the integrity of the school's academic programme."

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1. Purpose

To establish a fair and consistent process for evaluating and awarding transfer credit to students entering AISL from accredited national and international schools.

2. Philosophy

Transfer decisions recognize prior learning while ensuring students are prepared to succeed within the AISL American Common Core programme and future IB pathway.

3. Scope

Applies to students transferring into Grades 1–12. Early Years placement is based primarily on age and developmental readiness.

4. Guiding Principles

Equity, transparency, academic integrity, student well-being, flexibility, consistency and alignment with graduation requirements.

5. Eligibility for Credit Transfer

Credits may be awarded for successfully completed courses from recognized schools when learning outcomes are substantially comparable to AISL requirements.

6. Required Documentation

Official transcripts, report cards, course descriptions where necessary, standardized assessment results (if available), attendance records and any learning support documentation.

7. Evaluation Process

The Admissions Office and academic leadership review records, compare curriculum standards, determine equivalency, and may require placement assessments or interviews before final decisions.

8. Transfer Credit Criteria

Evaluation considers course content, instructional time, demonstrated achievement, assessment evidence, accreditation status of the previous school and age-appropriate progression.

9. International & National Curricula

AISL considers credits from recognized American, British, IB, Cambridge, French, bilingual and national curricula using curriculum equivalency rather than programme title alone.

10. Grade Placement & Graduation Credits

High school transfer credits are applied toward AISL graduation requirements where equivalent. Students may be required to complete specific AISL courses to meet graduation standards.

11. English Language Learners

Language proficiency alone will not prevent credit recognition. Appropriate English language support will be provided where needed.

12. Students with Learning Support Needs

Transfer decisions consider documented accommodations, IEPs and support plans to ensure appropriate placement and continuity of services.

13. Appeals

Parents may submit a written appeal within ten working days. Appeals progress through the Division Principal, Head of School and, where appropriate, the Board of Directors.

14. Policy Review

This policy will be reviewed every two years or earlier if required by curriculum, accreditation or legislative changes.

Appendices

Transfer Credit Evaluation Checklist; Transcript Review Form; Curriculum Equivalency Matrix; Graduation Credit Planner; Appeal Form.