

Round Rock Christian Academy Early Graduation Program Policy

1) Purpose

The RRCA Early Graduation Program provides a structured pathway for eligible students to complete high school requirements ahead of schedule while upholding RRCA's academic, spiritual, and community standards.

2) Eligibility Criteria

To be considered for early graduation, a student must:

1. Have completed both 9th and 10th grade at RRCA in good standing.
2. Be on RRCA's Recommended Graduation Plan
3. Demonstrate strong academic standing
4. Exhibit maturity and readiness, including consistent attendance, discipline, and alignment with RRCA's mission and conduct expectations.

Note: Meeting eligibility does not guarantee approval; all early graduation plans require prior written approval from RRCA Administration.

3) Approved Coursework Providers

Courses used to fulfill requirements for early graduation must be taken through one or more of the following:

- Austin Community College (ACC)
- University of Texas High School (UTHS)
- Texas Tech University K-12/High School
- Another accredited, rigorous academic program approved by RRCA Administration

All courses must be college-level or high school-level rigorous and clearly mapped to RRCA graduation requirements. Dual credit may be permitted when aligned with RRCA policy.

4) Administrative Approval (Required)

Every class a student intends to use toward early graduation must be approved in advance by RRCA Administration. Approval is granted only after:

- A course-by-course audit confirming alignment to RRCA graduation requirements (subject, level, and credit value).
- Verification of accreditation and rigor for the provider and course.
- A signed Early Graduation Academic Plan (see Section 10).

No retroactive approvals will be granted. Unapproved courses will not count toward RRCA graduation.

5) RRCA Graduation Requirements (Unchanged)

Early graduates must meet all RRCA diploma requirements, including:

- Required academic credits by subject (English, Math, Science, Social Studies, Bible, Languages, Fine Arts, PE/Health, and electives) per the Recommended Graduation Plan.
- RRCA Bible and spiritual formation requirements.
- RRCA community/service hours (if applicable).
- RRCA capstone/senior seminar or other senior obligations (if applicable).
- Any RRCA-specific on-campus course minimums (see Section 6).

6) RRCA On-Campus Requirements

To preserve RRCA's distinctives:

- Students must complete at least RRCA credits on campus, including **[insert required courses—e.g., Bible IV, Senior Seminar]**.

7) Academic Standards & Grading

- Minimum grade of C (70%) or higher in any external course to count toward graduation.
- External grades must be submitted via official transcript from the provider.
- GPA treatment for external courses will follow RRCA's grading policy
- RRCA retains the right to require final validation assessments (departmental exams) to confirm mastery.

8) Course Load, Timing, and Limits

- Students may enroll in external courses only during approved terms (summer, fall, spring) and within a maximum external credit limit of [insert limit] per term.
- Students must remain on track for RRCA academic and spiritual requirements while taking external courses.
- Scheduling conflicts with RRCA classes or activities must be proactively managed; RRCA programming takes precedence.

9) Attendance, Conduct, and Activities

- Early graduation students are RRCA students and must uphold RRCA's Code of Conduct, dress code, and attendance expectations.
- Athletics & Extracurriculars: Eligibility follows RRCA/league policies; students must maintain academic standing and satisfy practice/game attendance.
- Senior Privileges: Access to senior events (e.g., commencement activities) is determined by RRCA Administration.

10) Application & Approval Process

1. Initial Meeting: Student and parent/guardian meet with RRCA College/Career Counselor and an Administrator to discuss goals and feasibility.
2. Submission: Student submits the Early Graduation Application including:
 - Proposed Academic Plan (course list, providers, terms, credit mapping to RRCA requirements)
 - Unofficial transcript and current RRCA degree audit
 - Rationale and anticipated graduation date
3. Review: RRCA conducts a formal review (academics, spiritual formation, maturity, scheduling, and accreditation checks).
4. Decision & Agreement: If approved, RRCA issues a written approval and the parties sign the Early Graduation Agreement, detailing:
 - Approved courses/providers
 - Credit transfer rules and GPA weighting
 - Deadlines and grade submission requirements
 - Attendance, conduct, and RRCA obligations

5. Monitoring: Student meets at least once per term with RRCA Counselor/Administrator; progress checks and adjustments are documented.
6. Completion & Verification: Upon completion, official transcripts are sent directly to RRCA. RRCA performs a final audit prior to confirming graduation eligibility.

11) Transcripts, Credit Transfer, and Records

- Official transcripts must be sent directly from ACC/UTHS/Texas Tech HS/approved provider to RRCA.
- Credits apply only as outlined in the approved Academic Plan; course equivalencies are determined by RRCA.
- RRCA reserves the right to deny or adjust transfer credit if course content, level, or accreditation does not meet RRCA standards.

12) Tuition and Fees

- Families are responsible for all tuition/fees charged by external providers.
- RRCA tuition and fees remain in effect as outlined in the RRCA financial policies for enrolled students.

13) Deadlines

- Application Deadline: [Insert date—e.g., April 1 for summer/fall start; October 1 for spring start]
- Course Approval Deadline: At least 3 weeks before the external term starts.
- Grade/Transcript Submission: Within 10 business days of course completion.

14) Appeals & Exceptions

- Families may submit a written appeal to RRCA Administration within 10 business days of a decision.
- RRCA may grant exceptions where mission-aligned and educationally sound; exceptions require written approval by RRCA Administration.

15) Revocation

RRCA may revoke early graduation approval if a student fails to meet academic standards, violates conduct expectations, or deviates from the approved plan without permission.

16) Non-Discrimination

RRCA does not discriminate on the basis of race, color, national origin, sex, or disability in administration of policies and programs, consistent with applicable laws and RRCA's statement of faith.

17) Graduation Timing

Round Rock Christian Academy offers courses on a semester-based schedule. Therefore:

- Early graduation is only possible for students seeking to graduate one full academic year early.
- December graduation is not permitted under this program due to RRCA's semester structure and graduation requirements.
- Students approved for early graduation must complete all requirements to participate in RRCA's spring commencement ceremony.