



Grade Level Assignment and Promotion

Students frequently transfer into iCademy Middle East from other schools or from a homeschool environment. For high school students, the Credit Transfer Policy describes how credits are transferred in and counted. For students in lower and middle grades, the Grade Level Assignment and Promotion policy outlines the placement of students into the appropriate grade level, and the requirements for moving to the next grade level.

Policy:

- During enrollment, a full-time student's grade level is assigned based on age and/or prior course completion and is evaluated by the registrar for final consideration at the end of each term.
- For students who are registered with the Knowledge and Human Development Authority (KHDA), the Transfer Certificate from the student's previous school within the UAE, if applicable, determines grade level placement if continued KHDA registration is requested. A grade level placement lower than the grade indicated on the Transfer Certificate requires a Grade Demotion form. A higher grade-level placement will require standardized testing results and records to be determined by the KHDA.
- The Registrar's Office reserves the right to request and review all student academic records and any other items pertinent to making an informed grade level and promotion decision.
- The Registrar's Office also reserves the right to move grade levels based on the below allocation of credits, for High School students.
- High School grade level assignment is evaluated at the end of every cohort for full-time students. At the upper school level, grade level assignment is based on the following accumulation of credits per grade level.

Grade Level	Earned Credits
12	18 cumulative credits
11	12 cumulative credits
10	6 cumulative credits

- Lower and Middle School-level promotion is evaluated at the end of the academic year (based on cohort start/end date).
- Full-time students in grades K-8 can request mid-year **course** promotion by contacting their homeroom teacher or the Middle School Academic Coach in writing up to eight (8) weeks before the student's year-end date. Requests must be approved by iCademy Middle East administration. Student progress, work samples, and attendance are considered when reviewing the request.