



**REQUEST FOR CORRESPONDENCE COURSE,  
CREDIT BY EXAM AND DUAL CREDIT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Courses completed through credit by exam/correspondence may not be recognized by the NCAA for student eligibility to play in Division I or II colleges, so plan carefully and contact NCAA for their policies.**

**CORRESPONDENCE COURSE**

*Students may earn a maximum of 3 credits towards graduation by correspondence. Please note allowable institutions listed below. Course grade will be posted to transcript. Grade will not be calculated in GPA.*

\_\_\_\_\_ Course Name \_\_\_\_\_ Semester (A or B) \_\_\_\_\_  
\*Expected Completion Date

**CREDIT BY EXAM for Credit Recovery**

*Students who have had formal instruction and have failed a course or a semester of a course may regain credit by a score of 70% or higher with a maximum of 3 attempts. Passing exam score will be posted to the transcript.*

\_\_\_\_\_ Course Name \_\_\_\_\_ Semester (A or B) \_\_\_\_\_  
\*Expected Completion Date

\_\_\_\_\_ Course Name \_\_\_\_\_ Semester (A or B) \_\_\_\_\_  
\*Expected Completion Date

**CREDIT BY EXAM for Acceleration**

*Students who have not had specific formal instruction may advance with a score of 80% or higher for credit. Student may have two attempts to score at the 80% level. Exam score will be posted to the transcript.*

\_\_\_\_\_ Course Name \_\_\_\_\_ Semester (A or B) \_\_\_\_\_  
\*Expected Completion Date

\_\_\_\_\_ Course Name \_\_\_\_\_ Semester (A or B) \_\_\_\_\_  
\*Expected Completion Date

**ALLOWABLE INSTITUTIONS** (Please indicate which institution you are utilizing for Correspondence or CBEs)

\_\_\_\_\_ UT Distance learning website for ordering course/exam <http://highschool.utexas.edu/index.php>

\_\_\_\_\_ TT Distance learning website for ordering course/exam <https://www.depts.ttu.edu/ttuisd/enroll.php>

**DUAL CREDIT** (Form needed only for courses other than ACC US History 1302, English 1301, English 1302, GOVT 2305, ECON 2301) *Students may enroll for up to two courses per semester or six total hours. Passing course grade of 70 or higher will be posted to transcript. Grade will not be calculated in GPA.*

College Course Name/Code # \_\_\_\_\_ Collegiate Institution \_\_\_\_\_

LTHS Course \_\_\_\_\_ Credit amount \_\_\_\_\_  
Expected Completion Date

College Course Name/Code # \_\_\_\_\_ Collegiate Institution \_\_\_\_\_

LTHS Course \_\_\_\_\_ Credit amount \_\_\_\_\_  
Expected Completion Date

It is the **SOLE** responsibility of the student to register for, order, and/or complete these credit options. LTISD **MUST** have an official transcript from the issuing institution prior the credit being reported on the transcript for LTHS or a student being allowed to take a course at LTISD that requires it as a prerequisite.

Graduating seniors **MUST** complete and submit grades by the end of the fall semester to be eligible for graduation. Student may be placed in the course they are seeking credit for to ensure credit is gained. Students are expected to comply with all directives and complete work as assigned until credit is earned.

Student Signature \_\_\_\_\_ DATE \_\_\_\_\_

Parent Signature \_\_\_\_\_ DATE \_\_\_\_\_

LTHS Counselor Signature \_\_\_\_\_ DATE \_\_\_\_\_