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

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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 __________