

# College, Dual Enrollment, Online and Other Credit Request Form (2023)

Student Name \_\_\_\_\_ YOG \_\_\_\_\_ Counselor \_\_\_\_\_

Procedure to earn CVU credit for courses offered outside of CVU is as follows: In order for credit to be earned and listed on the CVUHS transcript, students must obtain **prior approval** from their school counselor by June 1st. In addition, this form should be completed at the time of registration.

Online high school courses: Students may take online high school courses through approved and accredited institutions for CVUHS credit, but these courses must be preapproved by the Curricular Director or Director of Guidance. CVU will pay for students to take online high school courses in the following circumstances:

**a)** There is unavoidable scheduling conflict or **b)** The student requires an appropriate curriculum not otherwise offered through CVU in a required graduation area. Otherwise, families will be required to pay for online high school courses.

Institution Name \_\_\_\_\_

Course Name \_\_\_\_\_ Course Dates/Times \_\_\_\_\_

Reason for taking the course \_\_\_\_\_

## How it will look on your CVUHS transcript:

- All courses will earn a letter grade on the CVUHS transcript when the Direction Center receives the grades. These grades are subject to that institution's grading scale and will not be adjusted. A one semester college class will be worth one credit and online high school classes will earn the credit value issued through that institution. These grades will be considered in the student's GPA.
- If a student enrolled in an outside of CVU course withdraws from that course after the institution's add/drop deadline, earning a W in that class, the W will appear on the CVUHS transcript.
- Online and other high school credit options: After an official transcript is received, the grade and credit will appear on the CVUHS transcript.

## Curriculum area in which credit is being requested (please circle):

English	Math	Science	Social Studies	Fine Art	Practical Art	PE	Health	Elective
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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by the School Counselor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ credit in \_\_\_\_\_ curriculum area will be awarded upon successful completion of this course.