

College, Dual Enrollment or Online Credit Request Form

Student Name: _____ YOG: _____ House: _____

Procedure to earn CVU credit for course offered outside of CVU is as follows:

When considering a dual enrollment or online course (BYU, for example), students **must** obtain **prior approval** from their school counselors. In addition, this form should be completed at the time of registration. Courses must be completed by May 1 of a student's senior year to ensure graduation eligibility.

College/Institution Name: _____

Course Name: _____

Course Dates and Times: _____

Is course required for graduation? (please circle): YES NO

How it will look on your CVUHS transcript:

- College courses will earn a pass (P) or fail (F) on the CVUHS transcript when the Direction Center receives the college grades. A one-semester college class will be worth one credit. These grades will not be considered in the student's GPA.
- If a student enrolled in a college course withdraws from that college course after the college's add/drop deadline, earning a W in that class, the W will appear on the CVUHS transcript.
- Online high school 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

Student Signature

Date

Parent Signature

Date

To be completed by the House Counselor:

____ credit in _____ curriculum area will be awarded upon successful completion of this course.

House Counselor Signature

Date

Steps to Taking a Dual Enrollment/College Course:

Fill out online Dual Enrollment request (www.vtdualenrollment.org) _____Date completed

Contact House Counselor to ensure Dual Enrollment voucher request has been received/approved
_____Date completed

Complete college application/registration forms (Found on college website)
_____Date completed

Fill out Naviance/Dual Enrollment survey (Under the “About Me” tab in Naviance)
_____Date completed