

# 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

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\_\_\_\_\_  
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](http://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