



Request for High School Credit via Coursework from Another Institution

This form serves as the request and approval for coursework to be completed through an organization other than Albemarle County Public Schools. The coursework may serve to meet graduation requirements as requested below.

Student Name: _____ Date of Request: _____

Institution Name: _____ Course Name: _____

Course Number: _____ Beginning Date: _____ Ending Date: _____

Number of Credits: _____ High School _____ College

(If college course: 3-5 hours = 0.5 credits 6-10 hours = 1 credit)

If the course will serve as a substitute for a graduation requirement, please fill in the information below.

This coursework will substitute for which ACPS Course: _____

Is there an SOL test required for this course? Yes No

Signatures below confirm the understanding of the regulations and procedures for participation in a course from another institution.

Signatures

_____ Student

_____ Parent

Approval Signatures

_____ School Counselor

_____ High School Counseling Director

_____ Principal or Designee



Regulations

Students Participating in Coursework at Another Institution

To encourage students to enrich their high school educational experience and to increase the rigor of the high school program, Dual Credit and Distance Learning courses may be completed by students.

Dual Credit may be earned for courses taken on the college campus or online through an accredited College or University. Credit appears on both the high school and college transcripts.

Students must obtain permission from the school principal/designee prior to enrolment to ensure appropriate high school credit is awarded. The student is responsible for all expenses associated with the course.

Distance Learning/Online Courses may be taken to either repeat a course or complete a course for the first time. The institution through which the course is offered must be an accredited institution and course must align with the Virginia Standards of Learning or Virginia Career and Technical Education Competencies to be considered for credit that would meet a graduation requirement.

Any course taken that has an End of Course Standards of Learning will require the student to take the relevant SOL test in the next available testing window.

The following procedures have been established to facilitate this process:

1. Student must submit a Request for High School Credit through Coursework from Another Institution form for each course taken.
2. The school counselor will review the student's request, ensure the coursework is in line with the student's program of study, and forward the request to the relevant High School Counseling Director for approval.
3. The School Counseling Director will review the application, institution, and course for approval. The School Counseling Director may seek support from the Office of Instruction as needed.
4. The Principal will make the final approval.
5. The student will be notified in writing of the Principal's decision. Students wishing to take a course and earn credit through another institution, may not begin the course prior to receipt of written approval.
6. If a student withdraws from a course, the parent or student must notify their school counselor immediately. Failure to do so may have an effect on graduation status and/or VHSL eligibility. Withdrawal penalties and dates are set by the institution offering the course and could impact the student's transcript.
7. The student must have a transcript sent to their School Counselor immediately following the completion of the course if they are seeking high school credit. Copies of transcripts will not be forwarded to other institutions. Official transcripts must be received by the School Counseling office by the following dates: Fall Courses: January 15, Spring Courses: May 20, and Summer Courses: August 15. (Summer coursework, including exams must be completed by August 1)
8. Students and their parents assume all costs of the course(s) including any transportation.
9. Students may be required to take the End of Course SOL exam, when applicable.
10. When required by the institution, proctoring assessments can be done at no cost at the student's base school during regular school hours.