

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

ID#: COUNSELOR: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

### CREDIT BY EXAMINATION (CBE) CONTRACT

#### Criteria for CBE Approval

- *Students must earn a grade of 70 to receive credit if they have completely taken and failed to earn credit for the course. The failed grade/credit must be posted on the student's AAR. See EHDB(LOCAL).*
- *Students must earn a grade of 70 to validate credit earned from a foreign, non-public, or nonaccredited school. See EHDB(LOCAL).*
- *Students must earn a grade of 80 if they have had no prior instruction. A student may not attempt to earn CBE for a specific high school course more than two times. See EHDC(LOCAL).*
- *All CBE requests must be approved by the student's counselor.*
- *The student and parent must sign the CBE contract, and the contract must be returned to counselor PRIOR to any senior dropping a course required for graduation.*
- *High School Only—Grade earned on a CBE shall not be averaged with the other half of a full-year course to earn full credit.*
- *Textbooks will not be issued from CCISD for purposes for review of material.*

I understand that in requesting this CBE I assume full responsibility for its completion on time. ***IF I AM A GRADUATING SENIOR, I AM AWARE THAT ALL TESTS SHOULD BE TAKEN PRIOR TO APRIL 30<sup>TH</sup> TO ENSURE GRADES ARE RECEIVED AND CREDITS ARE POSTED IN TIME FOR GRADUATION.*** Students who do not earn the required grade for credit must see their counselor for other possible option to earn credit. After that time, the counseling department cannot guarantee that students will have sufficient time to complete credits required for graduation using other available options.

\_\_\_\_\_  
COURSE NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
COUNSELOR SIGNATURE

\_\_\_\_\_  
DATE

- ❖ CBEs without prior instruction are offered through the district at no cost four times a year. See counselor to complete registration process. (Separate from this form). On-line registration and payment to the university is required for CBEs with prior instruction or for validation.
- ❖ It is the student's responsibility to schedule and take CBE's in a timely manner to ensure that grades and credits have been received by the campus.

White copy—counselor

Pink copy—student

Yellow copy—parent