

Students/Parents

- ❑ Discuss credit advancement with your school counselor prior to completing the application which can be found on your school website
- ❑ Select an institution. A current list of approved institutions will be provided by your school counselor.
- ❑ Complete application and obtain all signatures prior to beginning coursework.
- ❑ Attach course description and course syllabus (including course outline, course expectations, course meeting dates/times) to your application.
- ❑ Submit application, course description and course syllabus to your school counselor (prior to the start of the course).
- ❑ Upon completion of the course the student is responsible for getting official transcripts and all other credit documentation to their school counselor.
- ❑ All costs and course expectations (examples: textbooks, materials and assessments/testing - pre/post) associated with credit advancement course work are the responsibility of the student and parent.

Internal Processing for Credit (after course completion)

- ❑ Principal receives transcripts and completed applications and verifies the course met the hour requirement.
- ❑ Upon verification the principal (grade level) signs the application and submits to Head Secretary/School Guidance Department for awarding credit, GPA and class rank if appropriate.
- ❑ Copy of the completed application must be made for the student cumulative folder and one mailed to the student/parent.

Notes:

- ❑ Only **CASD students** in Grades 9-12 are eligible for Credit Advancement.
- ❑ Students may not take a non-traditional course in lieu of classes that are available and offered during the "regular" school day in CASD unless alternative arrangements have been made prior to the application process with a CASD counselor.
- ❑ Students may be denied online or correspondence course work due to poor grades in the previous class. Instead, a face-to-face option will be encouraged.
- ❑ Students must follow the policies of the provider for drop/add and requirements.
- ❑ Keystone Tested subjects are not eligible for credit advancement.