

BETHLEHEM AREA SCHOOL DISTRICT

Bethlehem, Pennsylvania

COLLEGE/UNIVERSITY COURSE WORK REQUEST (revised 1/2024)

(all information on this form must be completed for EACH course requested)

Student Information:

Name:

Last

First

MI

Student ID Number:

Current address w/ zip code:

High school attending:

Graduation year:

College/University Information:

Name of Institution:

Address of Institution:

Course Information:

Title of Course

Course number

Credit Value

Enrolling / Semester - include school year:

FALL (August-December) ____

SPRING (January-April) ____

SUMMER (May-July) ____

Circle the day(s) your class is meeting: M T W R F

Time your class is scheduled: ____

This course will: (check ONE)

SEE APPROVAL PROCESS INFORMATION ON REVERSE

____ **OPTION 1 Dual Credit:** replaces a required high school graduation credit

____ **OPTION 2 College Credit Only:** not for high school graduation requirement/high school credit

Justification for Request:

We have reviewed the BASD guidelines on the reverse side for college/university course work and give approval for the above-named student to enroll in the course requested. We understand that student must submit an official university transcript that includes a letter grade to receive high school credit:

Print Name:

Signature:

Date:

Student

Parent/Legal Guardian

Guidance Counselor

SSC Assistant Principal

Principal

***APPROVED BY EDUCATIONAL PROGRAMS OFFICE- requests to replace high school course only**

Dr. Maureen Leeson, Assistant Superintendent/Chief Academic Officer

Date

APPROVED REQUEST WILL BE RETURNED TO THE GUIDANCE OFFICE

COLLEGE/UNIVERSITY COURSE WORK REQUEST GUIDELINES

BASD high school students have the opportunity to complete course work at a post-secondary institution during their high school careers. The following guidelines apply to students taking college/university courses:

OPTION 1: Dual Credit

This dual enrollment course is intended to replace a required high school graduation credit.

Approval Process

- The course must be pre-approved by the student's **Guidance Counselor, Assistant Principal, and Principal**.
- The course must be pre-approved by the **Assistant Superintendent** in the BASD Educational Programs Office.
- The student's high school **transcript** and **class schedule** must be attached to this approval form.
- Only the following courses are eligible for the dual credit option. (All courses are Northampton Community College courses.):

Courses Eligible for Dual Credit (concurrent enrollment) in 24-25

NCC Course Code	NCC Course Name	BASD Graduation Requirement Eligible to Replace
BIOS 104	Field Ecology	3rd or 4th Science Credit or Elective Credit
BIOS 126	Environmental Science	3rd or 4th Science Credit or Elective Credit
BIOS 160	Human Biology	3rd or 4th Science Credit or Elective Credit
ECON 201	Macroeconomics	Elective Credit
HIST 103	Ancient and Medieval History	Global Studies Requirement or 4th Social Studies Credit or Elective Credit
MATH 150	Introductory Statistics	3rd or 4th Math Credit or Elective Credit
MATH 165	Applied Calculus	3rd or 4th Math Credit or Elective Credit
PSYC 103	Introduction to Psychology	Elective Credit
ARCH100	Architectural History I - Antiquity to 1870	FPA Requirement or 4th Social Studies Credit or Elective Credit
ARTA101	Art History Survey	FPA Requirement or Elective Credit
PUBH101	Intro to Public Health	Elective Credit
BUSA115	Introduction to International Business	Elective Credit
GEOG101	World Geography	Global Studies Requirement or 4th Social Studies Credit or Elective Credit

Additional Information

- The college course will satisfy a credit within the 26 credits required for graduation.
- The student assumes the cost/payment for the course. The student should furnish an official university transcript to their Guidance Counselor shortly after completion of the course.
- The grade and credit for the course is reported on the high school transcript.
 - "D" grades will be reported as a "P" on the student's transcript and WILL NOT earn high school credit.
 - A 3.0 credit college course will count as 1.0 high school credit.
 - The college course will be weighted and will count for GPA calculations

OPTION 2: College Credit Only

*This dual enrollment course **does not** replace a required high school course or elective credit.*

Approval Process

- The course must be pre-approved by the student's Guidance Counselor, Assistant Principal, and Principal.