

Return to Registrar: 1. Permission Form 2. Schedule/Bill 3. Proof of payment  
(for WSU also include completed "Request for Transcript" and ID)

USD 385  
**Andover Central High School**

**PERMISSION FORM TO TAKE A COLLEGE RELEASE CLASS**

When enrolling in a college release class forms must be filled out and returned to the high school counselor's office prior to the start of the college class or high school credit will not be given.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Course</u>	Do you want high school credit?	Is this for Board of Regents?	Is this for graduation?
Comp 1	yes ___ no ___	yes ___ no ___	yes ___ no ___
Calculus	yes ___ no ___	yes ___ no ___	yes ___ no ___
Bus Calc	yes ___ no ___	yes ___ no ___	yes ___ no ___
College Alg	yes ___ no ___	yes ___ no ___	yes ___ no ___
Applied Stats	yes ___ no ___	yes ___ no ___	yes ___ no ___
Psych	yes ___ no ___	yes ___ no ___	yes ___ no ___
Government	yes ___ no ___	yes ___ no ___	yes ___ no ___
Speech	yes ___ no ___	yes ___ no ___	yes ___ no ___
List Other Courses			
_____	yes ___ no ___	yes ___ no ___	yes ___ no ___
_____	yes ___ no ___	yes ___ no ___	yes ___ no ___
_____	yes ___ no ___	yes ___ no ___	yes ___ no ___

College:            Butler County            WSU            Newman University  
                         Friends            Other \_\_\_\_\_

Semester:            Fall            Spring            Summer

We have read and understand the policy regarding college release at the college, circled above and returned a copy of the student's college schedule/bill to the high school counselor's office:

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

## **POLICY ON RECEIVING DUAL CREDIT FOR COLLEGE COURSES**

Credit for both high school and college will be awarded for the successful completion of approved course(s) provided the following guidelines are maintained:

- 1) Approval, in advance, must be obtained from the principal or his designated representative and must be on file in both the college office and the high school counselor's office.
- 2) A 3-credit hour college class will transfer as .5 high school credit. A 5-credit hour college class will transfer as 1.0 high school credit. Anything less than a 3-credit hour class will not transfer as high school credit.
- 3) Grades earned in a college class for dual credit will be posted on the high school transcript and **will** be used for grade point averages, **including** honor recognition and rank in class. This may affect Valedictorian and Salutatorian status.
- 4) Tuition and all fees for college courses are the responsibility of the student.
- 5) Any college course taken first semester that results in release time from the high school day **must** be taken for dual credit. Students must enroll in a 3-credit hour class to get one (1) hour release time and two, 3-hour classes or one 5-hour class, for two (2) hours of release time.

**REMINDER: Any Student participating in extra-curricular activities must be enrolled in 5 classes for high school credit during 2<sup>nd</sup> semester.**

- 6) **Dual credit forms must be filled out and returned to the high school counselor's office prior to the start of the college class or high school credit will not be given. A copy of the student's college schedule must also be on file in the high school counselor's office.**
- 7) Students desiring to change their schedule must do so within five school days after the beginning of the semester. Students will not be permitted to withdraw from a class after the deadline except for highly unusual circumstances. When the student is removed after the deadline they will not be re-enrolled in a credit class. If the withdrawal occurs after the 5<sup>th</sup> week an "F" will be recorded on the student's transcript for the course that was dropped. **The student must have permission to withdraw from the principal.**

Students who do not plan to enroll in a course for dual credit and who seek only college credit must have the approval, in advance, of the principal or his designated representative. This approval will generally not be denied; however, the school official will counsel with the student as to the additional demands that could be placed upon the student and the concern for the student's social and academic well being.