

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

COLLEGE/UNIVERSITY COURSE WORK REQUEST – 2018-19
(all information on this form must be completed for EACH course requested)

Student Information:

Name: _____
Last First MI
Current address w/zip code: _____
High school attending: _____ Graduation year: _____

College/University Information:

Name: _____
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) _____

This course will: (check ONE)

- _____ replace a required high school course* (must receive approval by Asst Superintendent)
(attach high school transcript & 2018-19 class schedule)
- _____ satisfy a high school elective credit does not require Asst Superintendent approval - remains w/building
_____ not for high school credit does not require Asst Superintendent approval - remains w/building

Justification for Request: _____

We have reviewed the BASD guidelines on the reverse side for *Course Work Taken at Colleges and Universities for HS Academic Credit* 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	
_____	_____	_____
	Principal	

* APPROVED BY EDUCATIONAL PROGRAMS OFFICE – requests to replace high school course only		
_____	_____	_____
Dr. Jack P. Silva, Assistant Superintendent/Chief Academic Officer	Date	REV-cmp-8-2018

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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:

1. The course **is pre-approved by the student's Guidance Counselor and Principal.** A college course is not intended to replace a required high school course.
2. The college course will **satisfy a HS elective credit**, although under special circumstances pre-approved specifically by the Principal and Assistant Superintendent, the college course may replace a required HS course.
3. 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.
4. The **grade and credit is reported on the high school transcript.** "D" grades will be reported as a "P" on the student's transcript.
5. A **3.0 credit college course will count as 1.0 high school credit.** The grade is inputted on the transcript as a "998 Course" with the college name and grade earned.
6. The college course **will NOT count for GPA, Honor Roll, or Lamp of Knowledge** calculations.