

Pre-Approval for High School Credit for Course Work Outside of SWHS

Name: _____ Current Grade: _____ Date: _____

Counselor: _____ Title of Course: _____

Institution where the course is being offered: _____
(Please attach a description of the course)

Dates of course and number of hours course meets: _____

Credit granted by outside institution: _____

Credit requested for SWHS transcript: _____

Are you requesting that this credit qualify for graduation requirement? _____ Yes _____ No
If so, for which course/academic area? _____

Signatures for Approval:

Parent/Guardian: _____ Date: _____

School Counselor: _____ Date: _____

Curriculum Coordinator/Specialist: _____ Date: _____

School Administrator: _____ Date: _____

Please Note:

- Approval for High School Credit for a course outside of SWHS must be obtained **before** a student enrolls in a course/program of studies
- All credits transferred into SWHS will receive a "P" (Pass) for a grade
- In accordance with State Education Laws, one (3 credit) college course shall equal 0.5 SWHS transfer credit. Credit for all other courses will be evaluated based on Carnegie Units (seat time); with 1 high school credit being equivalent to 120 hours of direct instruction
- Final Credit will not be granted until written documentation/transcript from outside institution is provided with evidence of a passing grade and any additional requirements listed below are fulfilled:

Deadline for course/additional requirement completion: _____

*Deadline needs to be at least 2 weeks prior to the close of a semester/school year.

*Deadline for seniors must be 4 weeks prior to graduation.