

Students wanting credit for courses taken outside their regular high school program should follow the guidelines set in the School Board Policy Administrative Regulation (below) and complete the *Outside Credit Request Form* on the reverse side.

Administrative Regulation 984.3 - Outside Credit

The purpose is to establish standards and procedures for high school students taking high school or university level courses for credit outside the Fairbanks North Star Borough School District.

Any student requesting outside credit must meet the following criteria:

- Approval from the Superintendent must be obtained prior to registering for the class (see Appendix A - Outside Credit Request Form).
- The course must meet the following criteria:
 - The course syllabus will include: topics covered; materials being used; assignments required; grading policy; and instructor's credentials.
 - The course may have an on-the-job-training component, but it is not to be the main focus of the course.
- The course must be completed during the school year in which it is begun. Summer courses need to be completed prior to the start of school.
- It is the responsibility of the student to get the appropriate paperwork, grade, etc., to his/her school's counseling department.
- No more than one (1) outside credit will be allowed per semester or summer, and the maximum credit allowable, via approved outside sources, is eight (8).

Eligibility for Student Activities

All outside credit will only be counted towards eligibility when completed and recorded on the student's transcript. The student is advised to see his or her counselor for information and details.

High School Grades - Course Retakes

Outside credit courses are not considered course retakes for purposes of computing GPA and do not replace previously earned grades. (Refer to AR 981.1 #5)

College Credit Conversion to High School Credit:

The determination of academic college courses credit versus high school credit is as follows:

University Credit Hour		High School Level Credit
1.00	=	.10
2.00	=	.25
3.00	=	.50
4.00	=	.65
5.00	=	.80
6.00	=	1.00

University of Alaska Fairbanks courses pertaining to Music and Vocational Education may be eligible for more credit than reflected above.

Approved: October 20, 1995
Revised: September 24, 1997
Revised: May 5, 2004
Revised: July 29, 2008
Revised: August 31, 2009



Fairbanks North Star Borough
School District
520 Fifth Avenue
Fairbanks, AK 99701-4756

OUTSIDE CREDIT REQUEST FORM

Please review Administrative Regulation 984.3 on the back side of form

INSTRUCTIONS: Students wishing to take courses outside of their regular high school for high school credit may do so with **PRIOR** administrative approval. The student must complete this form, with assistance from the school counselor/principal, as follows:

- Obtain all school-level and parent **signatures**
- Attach a **detailed course syllabus** (including topics covered, instructional goals of course, materials being used, assignments required, grading policy, criteria for successful completion, instructional time requirements, and instructor's credentials)
- **Submit this form (through your school counseling office)** to the Fairbanks B.E.S.T Department at the School District Administrative Center. The request must be reviewed and signed by the Executive Director of Alternative Instruction and Accountability to indicate approval **BEFORE** the student may register for the outside credit course.

Date of Initial Request

Student Name	Student ID #	Phone #
Current High School	Current Class Standing (check one) <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th	

Outside Credit is Requested for:

Name of Course	
Institution Offering Course	
Course Meeting Dates and Times <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20____	
Number of high school credits requested for this course	Number of outside credits already received
The type of credit requested for this course is: <input type="checkbox"/> Required <input type="checkbox"/> Elective <i>(check one)</i>	
If for graduation requirement, which requirement?	
<ul style="list-style-type: none"> • It is the responsibility of the student to get the appropriate paperwork, grade, etc., to his/her school counseling department after completion of the course. • Eligibility for Student Activities All outside credit will only be counted towards eligibility when completed and recorded on the student's transcript. The student is advised to see his or her counselor for information and details. • High School Grades - Course Retakes Outside credit courses are not considered course retakes for purposes of computing GPA and do not replace previously earned grades. 	

Recommendations *(signatures indicate approval recommended)*

Parent/ Guardian		
	Signature	Date
School Counselor		
	Signature	Date
School Principal		
	Signature	Date

APPROVAL

Executive Director of
Alternative Instruction
and Accountability

YES NO

Signature	Date

Revised August 31, 2009



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