



Outside Credit Request Signature Page

Instructions

Students wishing to take courses outside their regular high school offerings for high school credit may do so with **PRIOR** administrative approval.

To submit a request for outside credit:

1. Visit the Outside Credit webpage at <https://www.k12northstar.org/OutsideCredit> for information.
2. Fill out this document and obtain all required signatures.
3. Complete the online request form at <https://www.k12northstar.org/OutsideCredit>.
4. Provide a link to the course syllabus (which includes topics covered, materials used, assignments required, grading policy, and instructor's name and credentials) or turn it in to your school counselor.
5. Upload this signature page at the end of the online request form. You may also turn it in to your school counselor.
6. Your school counselor will contact you regarding the status of your request.

If you are unable to complete the outside credit request online, a hardcopy of the form is available at your school's counseling office. For more information, visit the Fairbanks North Star Borough School District's website at <https://www.k12northstar.org/OutsideCredit> or contact the Department of Teaching & Learning at 452-2000 ext. 11422.

I have read and understand the terms and conditions of taking outside credit courses, particularly the potential impact on my graduation, as outlined in Administrative Regulations 984.3 (see page 2 of this form).

The completed outside credit request form has been submitted online.

Student Name _____ Student ID# _____

High School _____

Outside Credit Course _____ Course# _____

Institute Offering Course _____ Number of credits requesting _____

Semester course will be started: Fall Spring Summer Year: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____ Student is 18+

Counselor Signature _____ Date _____

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 Executive Director of Teaching & Learning must be obtained prior to registering for the class (see 984 - 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 name and 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.
- If the student needs the outside credit course in order to graduate in May:
 - i) the student must be enrolled in the course by the first Friday after spring break;
 - ii) it is suggested the final examination for any online course be taken by April 15, in order to allow time for retakes; and
 - iii) the final grade from the outside credit course must be reported to the school five (5) days prior to the school’s graduation.
- It is the responsibility of the student to get the appropriate paperwork, grade, etc., to his or her school’s counseling department.

Eligibility for Student Activities

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.

Alaska Performance Scholarship Eligibility

Outside credit received through an accredited vendor may be submitted for APS eligibility consideration. Courses used for APS must meet the requirements for rigor established by the Alaska Department of Education & Early Development.

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 974.1 B#5)

College Credit Conversion to High School Credit:

The determination of academic college course 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.

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