



## Dual Credit/Distance Learning Application

I agree to follow the Albemarle County Public School regulations for Dual Credit/Distance Learning courses.

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

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

Course Title: \_\_\_\_\_

\_\_\_\_\_ college hours for \_\_\_\_\_ high school credit  
(3-5 hours = .5 credit      6-10 hours = 1.0 credit)      (.5 or 1.0)

Course Number: \_\_\_\_\_

Institution: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

### ***Signatures***

Student: \_\_\_\_\_

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

Parent or Guardian: \_\_\_\_\_

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

School Counselor: \_\_\_\_\_

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

High School Counseling Director: \_\_\_\_\_

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

Principal or Designee: \_\_\_\_\_

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



## REGULATIONS Dual Credit/Distance Learning for Albemarle County Public School Students

To encourage students to enrich their high school educational experience and to increase the rigor of the high school program, Dual Credit and Distance Learning courses are available to students.

**Dual Credit** may be earned for courses taken on the college campus. Credit appears on both the high school and college transcripts. Students who pursue this option do so in order to add an enriching and rigorous course to their high school program of study that is not available at the high school or have a special circumstance. **Students must obtain permission from the school principal/designee, prior to enrollment, to ensure appropriate high school credit for the college course.** The student is responsible for all expenses associated with any course.

**Distance Learning/Online Courses** may also be taken to enrich and add rigor to the high school program. Courses pursued through this method are courses that are not offered at the high school. Students who pursue this option to repeat a course may do so at the Standard (unweighted) level. **Students must obtain permission from the principal/designee prior to enrolling** in a correspondence or online course to ensure the proper awarding of credit. All tests are administered under the supervision of the base high school during regular school hours. The student is responsible for all expenses associated with any course.

**Note:** At the present time, Health II includes instruction in Driver's Education and Health Standards of Learning. This is a graduation requirement and students must participate in the entire course (students who have already completed Driver's Education and/or hold a driver's license are still required to participate in the entire Health II course).

**REGULATIONS ESTABLISHING STANDARDS FOR ACCREDITING PUBLIC SCHOOLS IN VIRGINIA (8 VAC 20-131-140 AND 8 VAC20-131-180)** require written approval of the high school principal **prior to** participation in correspondence courses or dual credit classes. The following procedures have been established to facilitate this process:

1. Student must submit a Dual Credit/Distance Learning application to his/her school counselor for each course request.
2. The school counselor will review the student's request and forward to the Counseling Director for approval.
3. The Counseling Director will review and sign and forward to the Principal for final approval.
4. The student will be notified, in writing, of the principal's decision. Students may not begin dual credit/distance learning courses prior to receipt of written approval.
5. If a student withdraws from a dual credit course, the parent or student must notify their school counselor immediately. Failure to do so may have an effect on graduation status and/or sports eligibility. Penalty for withdrawing from a dual credit course may appear on the high school transcript. Penalty dates are set by the college or university.
6. All students taking dual credit/distance learning courses are required to have an official transcript sent to the high school counseling department from the college or university. Copies of the college transcript will not be forwarded to other institutions. Official transcripts are to be received by the school counseling department by the following dates:

**Fall courses (1<sup>st</sup> Semester) – Official transcript due to guidance by January 15.**

**Spring courses (2<sup>nd</sup> Semester) – Official transcript due to guidance by May 20.**

**Summer courses – Official transcript due to guidance by September 1.**

7. Students must provide his/her school counselor with a copy of their schedule or receipt of payment for the course(s) they are taking.
8. It is the student's responsibility to contact the school counselor, by the first of each month, to give an update on his/her progress in class.
9. Students or their parents assume all costs of the course(s) and for transportation to and from the college campus.