





## 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.