

# TTU K-12 Off Campus Courses & Credit by Examination (CBE)

## Important Information and Guidelines *(for SHS Grades 9 – 12)*

Please read **BEFORE** completing an Application to enroll in an Off Campus Course or CBE

### PROCEDURE FOR ENROLLMENT IN AN OFF CAMPUS COURSE OR CREDIT BY EXAM:

1. The first step is for the student to meet with their Counselor to discuss what courses or CBEs are eligible to take. The student should then print the appropriate application located on the Counseling web page under the TTU K-12 Off Campus Courses & CBEs link. ***\*Important - Be sure that you are submitting the correct application (see below for clarification of the two applications available).***
2. Students/Parents should complete and sign the application then turn it in to the student's Counselor for approval. ***Students should not enroll in or order a course until the application has been completed and approved by the Counselor.*** If a student fails to obtain pre-approval, prior to ordering a course or CBE, the school may not award credit for the course. Students should only order one course at a time.
3. Prior to taking the course final exam or CBE students should download or print the TTU K-12 review sheet for the exam they plan to take, which can be found at <http://www.depts.ttu.edu/k12/cbe/review>. The review sheet will explain how to study for the exam and what additional materials, if any, are needed for the exam. ***\*Please note that for an Off Campus Correspondence Course all assignments must be submitted and graded before TTU K-12 will release the course final exam so please allow at least one week prior to taking your course final exam for your last assignment(s) submitted to be graded. All exams are now remotely proctored from home.***

### THE DIFFERENCE BETWEEN AN OFFICE CAMPUS/CORRESPONDENCE COURSE FINAL EXAM AND A CREDIT BY EXAM (CBE):

<u>OFF CAMPUS COURSE OR TTU K-12 CORRESPONDENCE COURSE WITH FINAL EXAM</u> (FOR ORIGINAL CREDIT)	<u>TTU K-12 CREDIT BY EXAM (CBE)</u> (FOR CREDIT RECOVERY)
An Off Campus Course is a course taken somewhere other than Stratford High School for original credit. This includes TTU K-12 Correspondence Courses in which the student completes course assignments online and at the end of the course, once all assignments have been submitted and graded, the student will request TTU K-12 to release the course final exam. <i>*It is recommended that students only order one TTU K-12 course at a time.</i> <b>The Off Campus Course Application must be completed and turned in to the student's Counselor for approval <u>BEFORE</u> the student enrolls to take the course and/or orders and pays for the course.</b>	A Credit by Exam is given for credit recovery for a student who has already received instruction for a course at SHS but was not awarded credit for the course. <b>The TTU K-12 Credit by Exam (CBE) Application must be completed and turned in to the student's Counselor for approval <u>BEFORE</u> the exam is ordered.</b>
<b>When ordering a Correspondence Course or Credit by Exam you will need the School Code for Stratford High School which is: 101920006</b>  <b>All Correspondence Course final exams and Credit by Exams are remotely proctored online from home - no need to schedule an outside proctor.</b>	

**EXAM REVIEW/STUDY MATERIALS:** Don't forget to view or print your Exam review sheet which can be found online at: <http://www.depts.ttu.edu/k12/cbe/review>. This review can be used for Course Final Exams and CBEs.

### FREQUENTLY ASKED QUESTIONS:

- *When does my course and/or exam expire?* Students have 150 days from the date their TTU K-12 course is ordered to complete all course assignments and the course final exam or to take their CBE. **TTU K-12 Policy does not allow students to complete courses in under 30 days.**
- *How much time is allowed to complete an exam?* A maximum of three hours is allowed to complete an exam.
- *What score must I make?* If a student has received prior instruction in a subject, they must score a 70 or above to be awarded credit.
- *How many credits may I earn?* A student can earn a total of 1.5 credits through exam for credit recovery and 1.5 credits for original out of district coursework.
- *How do I find out about my grade?* TTU K-12 will mail a final grade report to the student's home address **and** to the school. Once the grade posts you should be able to see your grade in your TTU K-12 student portal.
- *Will my grade be added to my transcript?* Yes. Students who pass a high school course through credit by examination for recovery or who take a correspondence course for original credit will have the grade appear on their transcript. Units of credit and grade will not be included in the calculations of GPA or class rank.
- *May I re-take an exam?* Yes, if you do not pass the first test you will have an opportunity to re-take it one additional time. You may not retake a test if you pass it the first time.

### ADDITIONAL INFORMATION AND IMPORTANT LINKS:

TTU K-12 Policies: <http://www.depts.ttu.edu/k12/support/policies.php>

TTU K-12 Online Course Catalog: <https://ttu.focusschoolsoftware.com/focus/catalog> (be sure to clear all selections then choose "HIGH" subjects)

TTU K-12 How to purchase an Off Campus Correspondence Course or CBE and other FAQ: <https://www.depts.ttu.edu/k12/support/studentfaq.php>

TTU K-12 Credit by Exam information and order page: <http://www.depts.ttu.edu/k12/cbe>

### TTU K-12 STUDENT SERVICES SUPPORT

Call: (800) 692-6877 Email: [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu)

Find Online Help at: [https://studentservices.k12.ttu.edu/sims/helpcenter/common/layout/SelfHelpHome.seam?inst\\_name=ttuk12](https://studentservices.k12.ttu.edu/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=ttuk12)