

## OFF CAMPUS COURSE APPLICATION (Grades 9 - 12) FOR ORIGINAL CREDIT

This application should be completed for a student enrolled in the District requesting to take an **OFF CAMPUS COURSE** or **TTU K-12 CORRESPONDENCE COURSE** for **ORIGINAL CREDIT**.  
**Students must complete this application and turn in to their Counselor for approval BEFORE enrolling in and/or ordering an off campus course.**

Name of Student: \_\_\_\_\_  
(Last) (Legal First) (Middle)

Student Address: \_\_\_\_\_  
(Street) (Apt #) (City) (Zip)

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Current Grade \_\_\_\_\_  
(Mo / Date / Year)

**Off Campus Course** requesting to take: \_\_\_\_\_ Semester: A / B  
\*It is recommended that students only order one TTU K-12 course at a time Name of Course circle one

Course to be taken at: ☐ TTU K-12 ☐ UTHS ☐ MPHS ☐ Other \_\_\_\_\_

Has the student received prior instruction in the course for which he or she is requesting? \_\_\_\_ Yes \_\_\_\_ No

### Which of the following circumstances applies to the student?

- \_\_\_\_ The student is enrolled in the District from a non-accredited school. [See FD]
- \_\_\_\_ The student has failed a subject or course. (*Attach copy of most recent report card*)
- \_\_\_\_ The student has earned a passing grade in a subject or course but has failed to earn credit or a final grade because of excessive absences. [See FEC]
- \_\_\_\_ The student is taking the course as an outside credit (limit of 2.0 total credits through outside curriculum). [See EHDB Local]

### Counselor Approval

The counselor's signature indicates all student information has been verified and is accurate and all required signatures were obtained.

I approve this Off Campus Course application and certify that the information on this application is correct to the best of my knowledge and that the District's guidelines have been followed.

\_\_\_\_\_  
(Counselor's Signature) (Date)

### The following information applies to credit and scores earned through Off Campus Courses for ORIGINAL CREDIT:

1. Units of credit and grades earned through Off Campus Course credit will be recorded on the permanent academic record for grades 6-12 but will not be included in the calculations of GPA or rank-in-class. Only course credit can be earned. Scores below the required minimum for credit will not be posted. (*Spring Branch ISD Student Handbook*)
2. Students are not allowed to forfeit the Off Campus Course credit. Once the credit is earned, students cannot sit in the course for any reason, including for local credit or because of low performance in the subsequent course.
3. In accordance with the Family Educational Rights and Privacy Act, District personnel are unable to release course results over the phone. TTU K-12 will mail a copy of the final grade report to the student and the school registrar.
4. A student may earn a maximum of **1.5** high school graduation credits, or local credits, per semester through correspondence or virtual courses during any one school year. Students shall seek approval from the campus principal or designee to take additional correspondence or virtual coursework for credit during the summer months. [See EHDE Local]

## OFF CAMPUS COURSE FINAL EXAMS FOR ORIGINAL CREDIT

1. I have discussed the advisability of my child's attempt to earn credit through outside curriculum with the counselor and I understand the course/exam ordering procedures.
2. I understand students are expected to adhere to posted course registration instructions and should not enroll in or order a course until this application has been completed and approved by the Counselor. If a student fails to obtain pre-approval, prior to ordering a course, the school may not award credit for the course. For two semester courses, students should only order one semester at a time and wait to order the second semester after the course final exam of semester one has been completed.
3. I understand that the correspondence course grade will not be calculated in my child's grade point average.
4. I understand that it is my child's responsibility to complete the course assignments and the online course final exam in a timely manner before the course expires, and that TTU K-12 policy states "To ensure proper coverage and student mastery of the course materials, **courses cannot be completed in under 30 days**".
5. I understand that all TTU K-12 courses now include online remote proctoring of course final exams from home therefore a proctor no longer needs to be obtained.
6. **I understand that the online course final exam must be requested and taken prior to the course expiration date and that all course assignments must be submitted and graded before TTU K-12 will release the course final exam. Seniors must complete "A" semester courses by December 1 and "B" semester courses by May 1.**
7. I understand that my child must score at least 70% correct on the final exam in order to earn credit.
8. I understand placement in a new course will only occur at the start of a school year (or semester for semester courses) regardless of when a Correspondence Course is completed.

*As the parent or legal guardian of the child whose name appears on this application I have read and acknowledge all statements and information contained in this application, and additionally I have read and acknowledge all statements and information contained in the TTU K-12 Policies found on their website at <https://www.depts.ttu.edu/k12/support/policies.php>.*

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Parent's Email Address

*As the SHS student whose name appears on this application I have read and acknowledge all statements and information contained in this application, and additionally I have read and acknowledge all statements and information contained in the TTU K-12 Policies found on their website at <https://www.depts.ttu.edu/k12/support/policies.php>.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Cell Number

\_\_\_\_\_  
Student's Email Address

**Questions concerning the courses for which your child may enroll, how the grade and credit are recorded and whether the credit impacts his/her schedule should be addressed to the student's counselor.**