

# Notice of Intent to Complete a Credit Outside of Westlake

Student Name \_\_\_\_\_ Grade \_\_\_\_ Date \_\_\_\_\_

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

☐ Correspondence course

☐ Credit-by-Exam (CBE)

☐ ACC Dual Credit

**Correspondence courses** are online courses for high school credit that meet the minimum standards for graduation. Completion of these courses may not prepare you for the rigor of subsequent Westlake courses.

- We will accept correspondence credits earned through either Texas Tech or UT high school programs.
- A grade of 70% or higher is required.
- The grade will appear on the transcript but will not be calculated into the weighted GPA.
- **If the course is in an EOC-tested subject, students are still required to take and pass the EOC**
- Students are only allowed to take 2 credits of correspondence courses for graduation requirements.
- **Seniors are encouraged to complete their correspondence credits no later than December.** Failure to do so could result in the course being added to your spring semester.

**Credit-by-Exams (CBEs)** can be taken for acceleration (the student has received no prior instruction) or for credit recovery; they are available through Texas Tech and UT high school programs.

- A minimum grade of 80 is required for a CBE for acceleration (this increases to 90 on August 19, 2020); for a CBE for credit recovery the minimum grade is a 70.
- The grade will appear on the transcript but will not be calculated into the weighted GPA.
- **The CBE credit must be earned prior to the start of the school year in which the student would normally take that course.** (*Example: if you plan to take a Geometry CBE over the summer so that you can take Algebra 2 at Westlake, the scores showing mastery must be in the counseling office before the first day of school or you will be in Geometry at Westlake.*)
  - **Seniors must have any CBE completed prior to the start of the year.** (*Example: if you plan to take a Health CBE, the score showing mastery needs to be in the counseling office before the start of the school year. If it is not, you will either need to complete a correspondence course or enroll in Health at Westlake.*)

**Dual credit courses** are offered at Austin Community College and are college-level courses that receive both high school and college credit. Courses eligible for dual credit are identified on the Westlake Counseling website.

- Several steps are required prior to enrollment (see the Westlake Counseling website).
- The grade will appear on the transcript but will not be calculated into the weighted GPA.
- The grade will also appear on an ACC college transcript & starts your college GPA.

**A note about prerequisites:** many classes have prerequisites; therefore, you may not register for a Westlake course if you have not met those prerequisites (i.e. enrollment in PreCalculus requires completion of Algebra 2). Prerequisites are found in the course catalog. If you plan to earn a correspondence or CBE credit over the summer, your counselor will change your Westlake schedule to the next course AFTER you have completed the prerequisite credit. **Credits must be complete prior to the start of school.**

*Please sign below indicating you have read and understand the implications of earning credits outside. **Return this form to your counselor.***

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent