

## Notice of Intent to Complete a Credit Outside of Westlake

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

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

- Correspondence course through Texas Tech or UT high school program       ACC Dual Credit

Reason(s) for seeking alternative credit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Correspondence courses** are online courses for high school credit that meet the minimum standards for graduation. Completion of a correspondence course may not prepare you for the rigor and expectations 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.
- The grade does not affect eligibility for “no pass/no play.”
- Correspondence courses may not meet NCAA eligibility requirements; consult with NCAA or your coach.
- **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.
- **A senior must complete the course and submit the grade for reporting at least 30 days prior to the graduation date in order to be eligible for graduation at the end of that semester.**

**Dual credit courses** are offered at Austin Community College and are college-level courses that receive both high school and college credit.

- Several steps are required prior to enrollment (completing the ACC application, taking the college readiness assessment if not exempt, meeting with your counselor for necessary paperwork, meeting with an ACC counselor, and registering for classes).
- Courses eligible for dual credit are identified on the [Westlake Counseling Website](#).
- The grade will appear on the transcript but will not be calculated into the weighted GPA.

Math courses at Westlake have prerequisites; therefore, you may not register for a Westlake math course if you have not met those prerequisites (i.e. enrollment in PreCalculus requires completion of Algebra 2). If you plan to take a math course over the summer by correspondence, your counselor will change your Westlake schedule to the next level of math AFTER you have completed the prerequisite course. **Credits must be complete prior to the start of school.** Westlake counselors discourage students from earning math credit by correspondence; students and parents should consult with the student’s current math teacher in making this decision.

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

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent