



# College Coursework *or* Early College Admission Approval Form

Print Form

Office of Instruction  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907)746-9212 || F: (907)746-9292

**Special Instructions:** Students currently enrolled in the Mat-Su Borough School District wishing to take courses through an accredited institution of higher education for high school credit may do so with prior administrative approval. Students must submit this form to their school counselor. The request must be reviewed and signed before the student may begin the higher education course. College courses must be "100" level or above, students completing college coursework will receive high school credit as follows.

- 0.5 high school credit for a one (1) or two (2) semester hour college course.
- 1.0 high school credit for a three (3) or four (4) semester hour college course.
- 1.5 high school credit for a five (5) or six (6) semester hour college course.

The original form is to be filed in the student's permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student.

Student Name  Student ID #  Phone Number

Grade Level  Graduation Year

High School

**Please choose one:**

**College Coursework** College/Institution

Course Name

Course Number *(Must be Level 100 or Above)*

Number of Semester Hours

**Early College Admissions** College/Institution

List below the title and course number of any college courses which will be taken to in lieu of high school graduation requirements.

Course Name	Course #	Semester Hrs	MSBSD Graduation Requirement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*I have read and agree to follow the guidelines of the Mat-Su Borough School District's Other Credit Option Policy. I understand that it is my responsibility to submit an official transcript of my grade(s) in a timely manner in order to receive credit toward graduation.*

\_\_\_\_\_  
Student Signature Date Parent/Guardian Signature Date

*Recommendations (Signature indicates approval of College Credit is recommended)*

\_\_\_\_\_  
School Counselor Signature Date School Principal Signature Date