

School District of New Berlin External Coursework Request for Credit



The School District of New Berlin is committed to meeting student needs in support of their personal Academic and Career Plan. In some cases, a student may need to take a class outside of the district because we are unable to offer it on site (i.e. certain technical coursework), a student has exhausted a course progression (i.e. needs access to college level coursework), and/or a student wishes to self-accelerate (usually over the summer months).

Credit obtained at a school or institution other than the School District of New Berlin is generally considered external coursework. A meeting with your student’s counselor is required to identify the options that are right for them before requesting credit for external coursework.

Students must complete the attached form BEFORE registering for the class to ensure it can be applied towards graduation requirements and included in a student’s GPA. No credit will be granted until an official transcript is received from the accredited school. It is the student’s responsibility to secure this transcript and provide it to their counselor following the successful completion of the class.

Full Name: _____
Last *First* *M.I.*

Course Requested : _____

Institution *Number of Credits Awarded by Provider*

Reason for Taking: _____

Submitted Date _____ Beginning Date _____ Estimated End Date _____

Signature of parent/guardian _____ date _____

Parent/guardian contact information phone _____ Email _____

Signature of the student _____ date _____

Approval

Signature of the counselor: _____ date _____

Principal Signature: _____ date _____

Curriculum Director Signature: _____ date _____

Course Approved: Yes No # of high school credits _____

Comments: _____

Frequently Asked Questions Regarding External Coursework

1. What is the turn around time to process a 'Request for Credit' form?

The District will provide a response to your request within three weeks of submission.

2. Who pays for the course? The family pays for the course unless the student is eligible under one of the following two State programs:

- Youth Options (YOP): Provides the opportunity for Junior and Senior students to take post-secondary classes off site provided a comparable course is not offered in the District and there is room in the class. Applications for this program must be submitted by March 1st for first semester courses and October 1st for second semester courses. This program excludes summer coursework. Additional restrictions apply. Students who do not successfully complete the course must repay the District.

<http://youthoptions.dpi.wi.gov> .

- Course Options (COP): Provides the opportunity for students to take courses at a variety of different educational providers provided there is room in the class, the course aligns to a student's Academic and Career Plan, and the class is needed to complete a graduation requirement. Some restrictions apply.

<http://courseoptions.dpi.wi.gov>.

3. Are external courses eligible for a weighted grade? No.

4. Can I use external coursework to self-accelerate in a course progression?

Yes. However, you must provide a transcript showing a passing grade to be allowed to take the next course in the sequence.

5. What if I don't do well in an external course?

If you are paying for the course, simply do not submit the transcript and the course will not be recorded as part of your permanent record or included in your GPA. If the District is paying for the course, you would have to retake the course in order to raise your grade. The grade will be included in your GPA.

6. Can I ask for help with external coursework and/or proctoring tests from my teachers or counselors in the School District of New Berlin?

Because you are assigned a teacher from the outside institution, you are encouraged to seek content help and support from the school that is providing you with the course. School counselors are available to help with questions about transferability and who to contact at the outside institution for help. As of right now, no staff has been allocated to assist with proctoring of tests; however, institutions often offer a list of places or people to contact. Public libraries often make this service available.

7. Will the District provide transportation?

The School District is not able to provide transportation to/from support external coursework.

8. Can external coursework be counted towards NCAA eligibility requirements for Division I and II athletics?

Please double check eligibility with the external coursework provider.

9. How will external coursework be displayed on my high school transcript?

They will be listed with the institution name, date of attendance, and grade.

10. Should I submit a 'Request for Credit' form for courses taken through Youth Options(YOP)?

No. Your Youth Options paperwork is sufficient.

11. Should I submit a 'Request for Credit' form for courses taken through Course Options(COP)?

Yes. Since the COP applications are processed so close to the start of the class, the District needs to ensure that credit can be granted BEFORE you apply for a class through Course Options. Students do still need to fill out the Department of Public Instruction paperwork, which needs to be sent to the outside institution, to take the course. Please see your counselor for questions.

12. Do I need to submit a 'Request for Credit' form for external programs that I register for through Infinite Campus (e.g. WCTC Dual Enrollment Academy)?

No. The SDNB partners with external providers for some courses and/or programs. You will be awarded credit as stated in the Course Options Guide even if the class is offered by another institution and/or offered off site.