

## ALASKA GATEWAY SCHOOL DISTRICT

P.O. Box 226, Tok, AK 99780 Phone: 907-883-5151 Fax: 907-883-5164

## **Dual Credit Reimbursement Pre-Approval & University Transcription Request Guidelines**

### **Eligibility**

• The student must be enrolled full-time at an AGSD school.

#### Reimbursement

- One course (a maximum of four credits) per semester, per student, may be reimbursed.
- An approved Dual Credit Reimbursement Pre-Approval and University Transcription Request Form must be on file prior to the course start date.
- The course must be paid for up-front by the student/parent (see "eCampus Advantage Exception" section below).
- Copies of university receipts **and** proof of payment **must** be submitted to the district office within 30 days of course completion.
- Official course grade **must** be submitted to the district office within 30 days of completion.
- Payment information and official course grades submitted after the deadline will generally result in the denial of the reimbursement request.
- Supplies, books, and other media are not eligible for reimbursement and may be kept or sold by the student.
- A grade of "C" or higher or "P" for a pass/fail course must be earned in order to be eligible for reimbursement.
- Developmental (e.g. DEVE Math) and 001-099 level courses are not eligible for reimbursement.
- Only University of Alaska courses generally qualify for reimbursement.

## AGSD Transcription

- Pass/fail courses may **not** be used to meet core credit requirements for graduation.
- Official university transcripts are required to transcribe grades and credits to AGSD transcripts.
- Obtaining and submitting university transcripts is the responsibility of the student and parent.
- University courses will count for elective credit unless otherwise pre-approved.
- Non-core, developmental (DEV), and 001-099 level post-secondary credits will be converted at a rate of 1/6 high school credit for each post-secondary credit earned (BP 5121.1).
- Core (100 level and higher math, language arts, science, social studies, and world languages) post-secondary credits will be converted on the following basis:

=	High School Credit
	0.50
	1.00
	1.50
	=

## eCampus Advantage Exception

AGSD will front the tuition for students with at minimum 3.0 GPA who enroll in a UAF eCampus Advantage course. If a student does not successfully complete the course (including failing to drop a course within the drop period) with a final grade of "C" or higher, the student will be ineligible to receive further eCampus Advantage Exceptions until the student/parent can provide proof of the successful completion (final grade of "C" or higher) of a dual credit course.

# Dual Credit Reimbursement Pre-Approval & University Transcription Request Form

Initial form due prior to course start date. Follow-up documentation due within 30 days of course completion.

Student:	Grade Level:	Date:	GPA:
Pre-approval for AGS	abursement of university course D pre-payment of eCampus Adv se to student's AGSD transcript		
Course Name:			# of Credits:
Course ID#:	Course CRN#:	Term:	
Requested Amount of Tuition,	'Lab Fee Reimbursement/Paym	ent: \$	<u></u>
Please read the following and	for AGSD elective credit for AGSD core required credit:	Name of required course/c	ategory from <u>BP 6146.1</u>
Student Signature	Parent/Guar	dian Signature	
Principal Signature	Date		
Pre-Approval (To Be Completed By	District Office)		
The above course is approved for tr	anscription for credits with the	ne course name	
	in th	ne category of	·
The district will $\ \square$ reimburse $\ \square$ p	re-pay the amount of \$	·	
Signature of Superintendent or Designee	Date		
☐ Grade: (minimur ☐ Official university transcri ☐ Funds reimbursed to pare ☐ Documentation shared wi	nbursement, e.g., copy of canceled che n grade of "C" or "P" for reimbursemen ipt attached (for transcription or for a ents as applicable th PowerSchool Specialist and grade t ith school administrator to be placed i	nt) ny prior dual credit co ranscribed on student	ourses for pre-payment) t's transcript
Signature of Superintendent or Designee	Date		