

SAINT PAUL AMERICAN SCHOOL -BEIJING

EXTERNAL CREDIT REQUEST

NAME _____ ID NUMBER _____ GRADE _____

is requesting permission to enroll in _____ at to receive _____ credits for the following reason:

- Students may apply for a limited number of credits of external study toward the completion of their graduation requirements.
- In order for this request to be considered, the course must be taken through an approved institution.
- This form must be completed and prior approval obtained before enrolling in the course.
- No credit will be given until the Saint Paul American School registrar receives an official transcript in the mail from the approved institution.
- Students enrolled in external credits must attend a distance learning session.

Please check the appropriate category of external credit listed below:

Credit Recovery. This option is for students that are credit deficient and are in danger of not graduating. Students exercising this option should work closely with the curriculum office to make sure they are taking appropriate courses.

Advanced Studies. Students who have worked through all courses offered in a given subject area but still have a substantial interest may apply to enroll in addition elective courses online.

Special Circumstances. An unforeseen situation may arise requiring the student to obtain external credit that is not specifically covered in the two categories above.

STUDENT SIGNATURE _____ DATE _____

COUNSELOR SIGNATURE _____ DATE _____

Counselor signature indicates that course meets criteria from one of the categories above.

DEAN OF ACADEMICS AND CURRICULUM SIGNATURE

Approved: _____ Not Approved: _____ Comments: _____

_____ DATE _____

FOR OFFICE USE ONLY: Processed on _____ Initials _____