

ANDREWS ACADEMY
Coursework Request Form

Student's Name _____ I.D.# _____

Grade _____ Date _____

When a student anticipates earning credit in some way other than the regular registered courses, he/she must request approval using this form. This refers specifically to online/correspondence coursework from approved schools, summer school coursework from accredited high schools, or coursework offered by Andrews Academy. This form must be submitted and approved prior to enrollment in the coursework. Also, any required payments for Andrews Academy summer school coursework must be submitted with this form. **Courses and credit specifically required for graduation must be taken in residence.** Courses and credits requested using this form are for electives and, with special approval, for make-up work. Final grades are due by April 1 of the year in which they applied. Seniors who wish to enroll in a class that requires a tour during second semester, must have their online course completed by December 31 of their senior year or they will not be able to enroll.

Type of Course work Requested:

- Summer School from _____
- Online/correspondence:
 - ___ Griggs International Academy: www.griggs.edu
 - ___ Other (please specify): _____

Class you intend to take _____ Amount of Credit _____

Reason for application:

I have read the sections in the Andrews Academy Sourcebook concerning correspondence and summer school class credit. I approve my son/daughter's application for the program. Seniors, please note that online/correspondence final grades must be received in the office by April 1.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Please obtain your advisor's recommendation and signature below:

Advisor's Signature _____ Date _____

For Office Use:

Payments Required	Records	Academic Affairs Committee
<input type="checkbox"/> None Amount Due _____ Payment by <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	GPA or equivalent _____ Total credits to-date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Chairman _____ Date _____