

ANDREWS ACADEMY

Coursework Request Form

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 correspondence course work from approved schools, summer school course work from accredited high schools, or extension or summer school classroom course work offered by Andrews Academy. This form must be submitted and approved prior to enrollment in the course work. Also, any required payments for summer school or extension course work from Andrews Academy 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 possibly, with special approval for make-up work.

Student's Name _____ I.D.# _____

Grade _____ Date _____

Type of Course work Requested: Academy Course work
 Summer School from _____
 Correspondence from _____

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.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Please obtain your advisor's recommendation and signature below:

Advisor's Signature _____ Date _____

For Office Use:

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