



## CREDITS EARNED THROUGH NON-TRADITIONAL COURSES

Students who wish to earn additional credits outside of the regular school day are encouraged to enroll in courses provided by the Cobb County School District (District) Cobb Virtual Academy/GA Virtual program(s) and/or District summer school or night school programs since the District provides assurance that these courses meet local and state curriculum standards and assessment requirements. When course needs cannot be met by Cobb Virtual Academy/GA Virtual or summer or night school, students may select elective courses from other accredited institutions provided the course meets local and state standards and policies.

Prior to non-traditional courses, the student/parent must complete and have approved District Form IKF-1 (Request for Approval to Take Non-Traditional Courses). This approval form may be downloaded from the District Website ([www.cobbk12.org](http://www.cobbk12.org)) or obtained from the student's school counselor.

After obtaining approval to take a non-traditional course, the student/parent/guardian is responsible for obtaining, completing and submitting the appropriate enrollment applications for non-traditional program. If required, the school official will sign the enrollment application. However, the signature of the school official indicates only that the course applied for by the student will be accepted for elective credit. It is the responsibility of the student/parent/guardian to determine if the course is accepted by the NCAA Clearinghouse.

- A copy of the Request for Approval to Take Non-Traditional Courses will be filed in the student's permanent record
- A copy of the enrollment application or other documentation will be filed in the student's permanent record. Grades earned will be posted on the student's transcript as transferred credit.
- Completion of one credit as recorded on an official transcript will be required before school officials authorize enrollment in another non-traditional course. The student is responsible for notifying his/her school if a course is dropped.

In order to receive a high school diploma and/or participate in graduation ceremonies, the school must receive transcripts no later than the last day before final exams.

The scheduling and administration of the sending school's final exam is the responsibility of the parent/guardian and/or student. Arrangements for the administration of the final exam from the sending institution will be the responsibility of the parent/guardian, student, and a third party (not District Staff).

All costs for course instruction, books and other materials are the responsibility of the parent/guardian and/or student. All study books, study materials, and examinations will be sent to the parent/guardian /student home address.

District employees are not responsible for providing information concerning the policies of out-of system educational institutions.

### **Timeline For Completion Of Credits Earned Through Non-Traditional:**

<b>Enroll ...</b>	<b>Official grade received by...</b>
Fall semester	Last day before final exams
Spring semester	Last day before final exams
Summer term	Prior to first day of fall semester