

NAME: _____

GRADE: _____

ID#: COUNSELOR: _____

COUNSELOR: _____

CREDIT BY EXAMINATION (CBE) CONTRACT

Criteria for CBE Approval

- *CBE credits may only be earned from examinations approved in CCISD's Instructional Grading and Reporting Procedures. See EIA(REGULATION).*
- *Students must earn a grade of 70 to receive credit if they have completely taken and failed to earn credit for the course. The failed grade/credit must be posted on the student's AAR. See EHDB (Local).*
- *Students must earn a grade of 80 if they have had no prior instruction. A student may not attempt to earn CBE for a specific high school course more than two times. See EHDC (Local).*
- *All CBE requests must be approved by the student's counselor.*
- *The student and parent must sign the CBE contract, and the contract must be returned to counselor PRIOR to any senior dropping a course required for graduation.*
- *High School Only—Grade earned on a CBE shall not be averaged with the other half of a full-year course to earn full credit.*
- *Textbooks will not be issued from CCISD for purposes for review of material.*

I understand that in requesting this CBE I assume full responsibility for its completion on time. ***IF I AM A GRADUATING SENIOR, I AM AWARE THAT ALL TESTS SHOULD BE TAKEN PRIOR TO APRIL 30TH TO ENSURE GRADES ARE RECEIVED AND CREDITS ARE POSTED IN TIME FOR GRADUATION.*** Students who do not earn the required grade for credit must see their counselor for other possible option to earn credit. After that time, the counseling department cannot guarantee that students will have sufficient time to complete credits required for graduation using other available options.

COURSE NAME

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

PHONE NUMBER

COUNSELOR SIGNATURE

DATE

- ❖ Complete on-line registration or mail completed registration form and payment to the university.
(Separate from this form).
- ❖ The student will be notified by the campus when the CBE arrives and schedule a date for proctoring.
- ❖ It is the student's responsibility to schedule and take CBE's in a timely manner to ensure that grades and credits have been received by the campus.