

# Ankeny Christian Academy

## Off-Campus Course Approval Form

**Student Information**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_  
 Parent email address: \_\_\_\_\_

**Course Level:**

High School  
 College  
 Other: \_\_\_\_\_

College/School: \_\_\_\_\_ Contact person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Number: \_\_\_\_\_ Effective Term:  Fall  Summer  
(Do not list multiple codes or numbers. Each course proposal must have a separate form.)  Spring Year 20\_\_\_\_

Course Title: \_\_\_\_\_

Credits: \_\_\_\_\_ Days of course\* (Circle all that apply) M T W T H F Times of Course\* \_\_\_\_\_

*\*Note: Courses cannot conflict with Chapel – held Wednesdays from 11:30 a.m. to Noon.*

Grade Mode:  Regular (A, B, C, etc.)  Other: \_\_\_\_\_ Schedule Type Code(s):  Lecture (LEC)  Independent Study (IND)  
 Lab (LAB)  Web-based (WW)

Prerequisite(s): \_\_\_\_\_ Special Instructions: \_\_\_\_\_ Instructional Mode:  
 100% face-to-face  
 Hybrid: ≤ 50% electronically delivered  
 100% electronically delivered

Are there equivalent course(s) available at ACA?  Yes  No If yes, please list: \_\_\_\_\_

Attached copy of course description and syllabus.

**Student Conduct**

*Although you will be attending an institution other than Ankeny Christian Academy for the course(s), you are still considered a student of Ankeny Christian Academy. Therefore, you will still be governed by the rules and regulations of Ankeny Christian Academy. Any violation of Ankeny's rules at another institution will subject the student to the consequences for that behavior as determined by the administration of Ankeny Christian Academy.*

**Schedule Conflicts**

*On days when Ankeny Christian Academy has adjusted hours for in-service training for staff, students will be expected to attend all classes at Ankeny at the scheduled times. Please notify your alternative instructors of this procedure.*

*Students are expected to attend all ACA classes. If the final exam of another institution conflicts with the student's ACA schedule, it is the responsibility of the student to make arrangements with the ACA teacher to be absent. Students are responsible for all assignments and exams to be completed at ACA in a time frame established by your ACA teacher.*

**ACA policies regarding courses taken at other institutions**

535 Graduation Requirements - BOE Revised 2/08, 7/08, 7/09

Students may complete some courses in Summer School at a public school. Not more than 1 credit will be accepted in any one summer, with a maximum of three such units counting toward graduation. Prior approval must be obtained from the Administration. Approval of these credits will be based on the following :

- a. Is it a make-up of a class due to failure?
- b. Is it an enrichment course that ACA does not offer in their program?

541 College Dual Credits – BOE Approved 5/06, BOE Revised 7/07, 4/08

ACA high school students who enroll and complete advanced placement (AP)/college level courses will be eligible to also receive high school credits based on evaluation of courses and upon approval of the Administrator. The dual enrollment program is intended to give high school students an opportunity to gain a controlled exposure to college courses. This also allows the student to take a class in a specific field of interest **not currently offered at ACA. All required courses for graduation are to be completed at ACA** unless it is a makeup course for a class that was failed, to keep a student in curricular sequence, advance and/or compact classes for high potential learners. Tuition reduction will only be given per **core** class that is not offered at ACA with approval of the Administrator.

\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_  
 Parent Signature Date

**Approval Signatures**

\_\_\_\_\_  
 Principal Approval Date

\_\_\_\_\_  
 Administrator Approval Date