



## Procedure for Approving High School Credit for College Courses not taught on MCISD Campuses

When approving high school credit for college and university courses not taught on Mission Consolidated Independent School District (MCISD) campuses, the following steps will be taken:

- Students requesting high school credit for college and university courses not taken on MCISD campuses will complete the *Student Request for High School Credit for College Course Not Taught on MCISD Campuses* form (located in the Counselor's Office) and will obtain a syllabus of the course for MCISD to review. Both documents will be submitted to the student's counselor.
- The counselor will forward the *Student Request for High School Credit for College Course Not Taught on MCISD Campuses* form and a syllabus for each course to the Advanced Academic Services Office.
- The Advanced Academic Services Coordinator will give the course syllabus to the appropriate Subject Area Coordinator.
- The Subject Area Coordinator and committee will review each college course syllabus in his/her area and make the decision as to whether or not the course meets or does not meet the requirements for high school credit (TEKS). The written decision will be sent to the Advanced Academic Services Coordinator.
- The Advanced Academic Services Coordinator will return the forms with the decision to the requesting campus counselor.