



COLORADO
Early Colleges
— Colorado Springs —

Extra-Curricular Credit Guidelines

*4405 North Chestnut, Suite D
Colorado Springs, CO 80907
Phone: 719-955-4675
Fax: 719-260-1253*

CEC acknowledges that there are special circumstances that might lead a student to request that credit be given for academic work completed outside of the scope of CEC's curriculum. In the interest of helping students move ahead toward their academic and career goals, CEC is willing to consider giving credit within the following guidelines. Credit must be approved by, and will be transferred at the discretion of the CSEC Registrar.

- Extra-curricular credit will be awarded **ONLY** when a student needs it to fulfill CEC graduation requirements.
- At least 90 hours of coursework and related activities must be accumulated and logged over the course of any six month period to earn .5 credits.
- Logs must be turned in within one month of completing coursework and all activities. The CEC Extra-Curricular Credit Activity Log must be used. Other logs or printouts will not be accepted.
- It can take up to one month to process a credit request.
- No extra-curricular credit applications will be taken after November 1st for students planning on graduating in May of the following year. All extra-curricular credit must be approved and awarded before the end of the first semester of a student's graduation year.
- Extra-curricular credits will be given a grade of "P" and will not impact GPA. Exception: when an official transcript from a school or organization is provided showing a letter grade and credit earned.
- Pre-approval is not required. However, it is strongly suggested that both the Advisor and Registrar know that the student is pursuing extra-curricular credit.
- Applications cannot be pre-approved.
- CEC will consider all applications. However, CEC prefers that coursework be supervised by a coach, trainer, teacher or other qualified adult – not a parent. The Registrar must be able to contact the supervisor to request information. PE credit is limited to organized health, nutrition or fitness classes, team sports or club sports.
- Extra-curricular credit applications will not be accepted unless they are completely filled out and accompanied by appropriate and necessary documentation such as log sheets, transcript, certificate, course description, etc. Further documentation or information may be requested by the Registrar.



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Extra-Curricular Credit Application

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Date: _____

Student Name: *(please print clearly)* _____

Grade Level: _____ Expected year of Graduation: _____

Course Name: _____

Course start date: _____ End date: _____

Teacher/Supervisor Name: _____
Supervisor can include teacher, professor or coach.

Teacher/Supervisor Phone #: _____
Not required if official transcript or certificate is submitted.

Teacher/Supervisor Email: _____
Not required if official transcript or certificate is submitted.

Documentation Submitted:

- Transcript or Certificate
- Course Description: *i.e. copy of page from school catalog, flyer, overview from course syllabus, etc.*
- Curriculum Used: *(Not required if official transcript or certificate is submitted.) i.e. table of contents of textbook, course syllabus, course calendar, list of assignments completed, etc.*
- Activity logs *(Not required if official transcript or certificate is submitted)*
- Other: _____

I have read the Extra-Curricular Credit Guidelines.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



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Extra-Curricular Credit Activity Log

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Name: (please print) _____

Month _____ Year _____

Please include only one month's activities/hours on this sheet. Make additional copies of this log for additional months.

Date	Activity	Hours	Day/Date	Activity	Hours
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					
TOTAL (this page/month)					

Student Signature _____ Phone : _____

The student named above completed the work listed above under my supervision.

Coach/Supervisor Signature: _____ Phone : _____