Correspondence Course Deadlines

The following are excerpts from the Alabama Administrative Code:

(11) Correspondence Courses. Credit for correspondence courses may be allowed only on the following conditions:
   (a) Written approval must be given by both the principals and Superintendent before the correspondence work is begun.
   (b) Credits can be earned through correspondence from institutions recognized by the State Department of Education and from institutions accredited by the national accrediting agency recognized by the U.S. Office of Education.
   (c) Only one credit may be earned during the regular school year by a student, and this credit shall be included in calculating his/her program of study.
   (d) Correspondence work should be taken only when the curricular offerings deny a student a course he particularly needs.

(9) Time Allotment and Credit Requirements for Secondary Schools.
   (e) A student may earn a maximum of ten credits during a year (the regular academic year plus the following summer school). This includes credits earned in the regular school program, the dual enrollment program, the summer school program, or correspondence programs.

The deadline for completing a correspondence course in the regular academic year and having the grade posted to the student’s transcript is as follows:
   (a) First term: before the final day of exams
   (b) Second term: before the final day of exams
   (c) Summer: before the first day of school