To: Counselors  
From: Joyce Woodburn, Secondary Supervisor  
Date: August 21, 2006  
Re: Correspondence Course Information and Course Providers

Please note the following information from the *Alabama Administrative Code Rules of the State Board of Education and State Department of Education*:

**Time Allotment and Credit Requirements for Secondary Schools:**
(a) Any subject passed in Grades 9-12 that meets for a minimum of 140 clock hours of instruction shall count as one (1) credit toward graduation, either required or elective.
(b) Any fractional credit which a student earns may be combined with any other fractional credit and cumulatively count toward graduation or for promotional purposes.
(c) One-half credit may be granted for an elective course of a minimum of 70 clock hours.
(d) A student may earn a maximum of ten (10) 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, night school, or correspondence programs.

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

The following correspondence schools are recognized by the Alabama State Department of Education and are accredited by SACS. Therefore, students may take correspondence courses from these institutions:

1. **University of Alabama**  
   127 Martha Parham West  
   Box 870388  
   Tuscaloosa, AL 35487-0388  
   [http://academicoutreach.ua.edu](http://academicoutreach.ua.edu)  
   (205) 348-9278  1-800-452-5971

2. **American School**  
   2200 East 170th Street  
   Lansing, IL 60438  
   [http://americanschoolofcorr.com](http://americanschoolofcorr.com)  
   (708) 418-2800  1-866-260-7221