



# MISSISSIPPI STATE UNIVERSITY™ EXTENSION

## HIGH SCHOOL ONLINE-COURSE REQUEST FORM

### ALL information is required

Date \_\_\_\_\_

Student's Legal Name \_\_\_\_\_  
Last First Middle

Student's Last Four of Social Security Number \_\_\_\_\_

Student's Date of Birth (Month/Day/Year) \_\_\_\_\_ Gender  M / F

Students' Current Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's Email Address \_\_\_\_\_

Student's Phone Number \_\_\_\_\_

Name of Parent/Legal Guardian \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

Parent's Phone Number \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Street

City State Zip Code

### What is your primary reason for using independent study as an educational option?

- Accelerating progress for early graduation
- Credit Recovery
- Graduation Crisis
- Homeschool
- College entrance requirements
- Performing artist/athlete
- Local school does not offer course
- Homebound/extended illness
- Scheduling conflict
- Summer school
- Other

### Course Information

Course Name(1/2 credit =\$150 1 credit =\$300)	Course Cost
	<b>Total Cost \$</b> _____

### Proctor/Supervisor Information

The CCE office will contact the proctor to submit a Proctor/Supervisor Request Form, which will be delivered via email or fax.

Proctor's Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

School or Organization's Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

**Prerequisites**

The MSU High School Online office is not responsible for determining if pre-requisites have been met prior to taking a course. It is the student's responsibility to work with their high school counselor prior to enrollment to determine if he/she is eligible to earn credit for a course. No refunds will be issued outside of the refund policy due to prerequisites not being met prior to enrollment.

**\*The undersigned certify that all information is correct and understand all policies set forth by the Mississippi State University High School Online Program.**

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

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator, MSU Center for Continuing Education  
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# MISSISSIPPI STATE UNIVERSITY HIGH SCHOOL PROGRAM POLICIES

## **Prerequisites**

The MSU High School Online office is not responsible for determining if pre-requisites have been met prior to taking a course. It is the student's responsibility to work with their high school counselor prior to enrollment to determine if he/she is eligible to earn credit for a course. No refunds will be issued outside of the refund policy due to prerequisites not being met prior to enrollment.

## **Course Enrollment Timelines**

- All courses have a 30 day minimum for completion.
- Half (1/2) credit courses must be completed within six months of the student gaining access to the course.
- One (1) credit courses must be completed within one year of the student gaining access to the course.

NOTE \*All courses needed to meet graduation requirements for the current school year **MUST** be completed by April 1. This deadline ensures all documentation arrives at the school in time for graduation. This deadline does not apply if the student is not graduating during the current school year.

## **Fees and Payment**

Once all forms are completed and received, the student will receive information via email to make a payment electronically. The MSU High School Online office will not accept any payments in the form of cash or check.

The fee for a half (1/2) credit course is \$150.

The fee for a full credit (1) course is \$300.

Course Extensions are \$85.

## **All course refunds are issued using the following guidelines:**

- Full (100%) refunds are **ONLY** issued within five (5) business days of payment being received. Refunds will be issued using the same method that payment was made. The only exception is payments made using cash; MSU does not issue cash refunds, but will be happy to send a check for reimbursement.
- Fifty percent (50%) refunds will be issued within 15 days of a complete registration. A registration is considered complete when all needed documentation and paperwork has been received by the High School Online office, and the student gains access to the online course.

No refunds will be issued after 15 days of a student gaining access to a course.

## **Course Extensions**

Students may extend their enrollment in a course for an additional six months by submitting a **Course Extension Request** with payment to the High School Online office within 15 days of course expiration.

The fee for a course extension is \$79. The new course deadline date will be calculated from the actual expiration date of the original enrollment.

## **Changing Courses**

If a student wishes to change their course enrollment to another course, they must be dropped from the original course according to the refund policy and register in the appropriate class at the full registration fee.

**Text Book**

It is the responsibility of the student obtain the textbook that will be used for the course. The Center for Continuing Education will not issue any textbooks.

**State Tested Subject Areas**

MSU High School Online does not offer any type of state testing. ALL state tests will be taken at the student's high school. MSU High School Online does not hold any responsibility for the student's performance on the state tests.

**Academic Integrity**

Students must adhere to the MSU Honor Code: <http://www.honorcode.msstate.edu/pdf/honor-code.pdf>

**Grading**

All exam and assignment grades are issued numerically. MSU High School Online does not issue letter grades.

Course assignments will be graded by course instructors in a timely manner (5 - 7 days); however, students should expect a delay in grading times during holidays.

**Final Grades**

A final numerical grade will be sent to the school upon completion of the course and schools will assign the equivalent letter grade based on their own grading scale.

**Transcripts**

Upon completion of a course, students will receive an unofficial transcript. All official transcripts will be submitted directly to the school.

Schools will only receive official documentation of the student's final grade after the course is completed. Schools will not be updated on a student's status in the class, unless requested by the student in writing.

**Proctors**

All tests taken by students enrolled in the MSU High School Online program must be proctored by an approved proctor and/or at an approved testing facility. All proctors must be approved before access to a course is granted.

The most acceptable choice for a proctor is the counselor or principal at the student's school. A relative cannot serve as a proctor.

When a student is ready to take an exam, the exam proctor will contact the High School Online Office via email to obtain a password for the exam.

## MSU High School Online Signature/Confirmation Page

Course Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

On my honor, as a student in Mississippi State University's High School Online program, I will neither give nor receive unauthorized assistance on any academic work.

Student Name: \_\_\_\_\_

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

By signing below, I verify that I have received and read the following documents from the High School Online office: Course Syllabus, Policies, and High School Online Program Information.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Email Address: \_\_\_\_\_

By signing below, I verify that I have received and read the following documents from the High School Online office: Course Syllabus and High School Online Program Information. I also certify that I will proctor all exams for the above-mentioned student and certify that he/she upholds the Honor Code that is signed above.

Counselor Name: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

Counselor Email Address: \_\_\_\_\_

Date: \_\_\_\_\_