



Application for Approval of Non-Noble Retroactive Enrichment Credit 2016-2017

Directions:

1. Fill out the top portion of the application
2. Complete and staple Enrichment Essay to the application (see Enrichment Essay below)
3. Attach proof of course completion (ex. certificate, transcript, or documentation on official letterhead)
4. **Due date:** The Retroactive Enrichment Credit Application is due within 30 days of the academic year, following the completion of the course.
5. Submit this form to the Enrichment mailbox in the main office.

Name of Student: _____ Advisor: _____

Title of Course: _____

Address where the course took place: _____

Enrichment Teacher/Supervisor/Facilitator Name: _____

Teacher/Supervisor/Facilitator Phone Number: _____

Teacher/Supervisor/Facilitator Email Address: _____

Total number of hours involved in the course/activity: _____

Did you receive a stipend for your participation? Yes No

Enrichment Essay:

You will write an essay as part of the application for enrichment credit. The aim of the essay is to persuade UIC College Prep's Administration to accept your enrichment credit by explaining the course(s) you have taken and how it made a contribution to your education. Essay should be typed and double-spaced, and should be NO LESS than 150 words. Turn in the essay and all other documentation described below to the Enrichment Coordinator for final approval to ensure that you will receive credit for the course.

Documentation:

In order to receive credit for any class not taught at UIC College Prep, please include documentation from the Enrichment Teacher/Supervisor/Facilitator that includes the following information:

- The exact dates the class met (start date and end date)
- The exact times the class met (start time and end time of the class)
- The duration of the class (# of days, weeks or months)
- Documentation of course content - what was taught/learned.





Enrichment Requirements and Guidelines

UIC College Prep knows that it is important for our students to explore their interests outside of the regular school day. This will help our students develop their interests, investigate career options, and also ensure that our students are highly attractive to colleges.

***Students must complete a minimum of 1.0 enrichment credits prior to receiving their diploma. At least .25 credits must be completed by the end of each school year. Sports can only account for half (.50) of a student's enrichment credit.**

Enrichment course requirements

- Student actively participated in a club or activity for a minimum of 25 hours
- Student did not receive compensation for the activity
- Student learned or gained exposure to something new through the course

***Enrichment can include, but is not limited to, the following classes and programs:**

- Academic courses taken in night school or summer school (not due to failure)
- Academic classes taken on college campuses (Right Angle)
- Language classes
- Arts or after school educational programs or lessons
- Drivers Education classes completed at another site
- Internship Experiences (unpaid)

***To earn credit for classes completed off-campus:**

In order to earn credit for a class or activity that you believe is enrichment worthy, you must fill out the 'Retroactive Enrichment Approval Form' and turn it in within **30 days** of completing the course. The form is available on the student page under the *'activities'* tab as well as in the main office.

