

**San Dieguito Union High School District
OFF CAMPUS COURSE PERMISSION REQUEST FORM**

Student Name: _____ Stu ID: _____ Graduation Year: _____

Please review the following district policies (Board Policy 6146.11/AR-1) carefully:

- No more than 30 credits** from concurrent off campus college courses, private instruction, or public school courses may be transferred onto the San Dieguito Union High School District (SDUHSD) high school transcript.
- Students must be enrolled in a district high school while attending an approved off campus class to receive credit on a SDUHSD transcript. No student may begin to acquire high school credits until after the completion of 8th grade. Middle school students may not place off campus classes on the SDUHSD transcript.
- The off campus course must be taken at an institution that is fully accredited by WASC (or regional equivalent), that offers coursework leading to a high school diploma and that issues transcripts showing grades and credits earned. Courses taken through providers that are only accredited as *Supplementary Ed* programs by WASC will not be accepted for credit. SDUHSD cannot recommend any specific outside program and it is SDUHSD practice not to proctor outside exams.**
- Courses in language other than English will be awarded elective credit on the SDUHSD transcript only if the school is fully accredited by WASC (or regional equivalent) or appears on the SDUHSD-approved list of non-accredited language programs for the current school year. To receive college preparatory elective credit, the language school must be fully WASC-accredited and/or be UC approved.**
- The student shall receive the same letter grade for the high school credit as is granted by the college, public or private institution.
- A 3-unit college course is equal to a 5 credit high school course. College courses and private or public school honors courses do not receive weighted credit on SDUHSD transcripts with the exception of College Board Advanced Placement or International Baccalaureate courses that are weighted by the University of California for the school year taken. **AP courses must be on the outside school's AP Course Audit Ledger for the year taken in order to be placed on the transcript. Students who take an off-campus AP course are not guaranteed a spot to register with SDUHSD for that AP exam and will be placed on a wait list.**
- Off campus math courses may not be used to accelerate from college prep to SDUHSD honors level math course unless they are taken in combination with a SDUHSD Bridge course (see current counselor for bridge information).**
- If a student is repeating a previously taken district course with an off campus class, all courses taken and earned grades will remain on the SDUHSD transcript. For GPA calculation, only SDUHSD courses will count as repeats of SDUHSD courses with the exception of identical standardized courses (e.g. AP, IB, adopted curricula) with the exact same course title and standard curricular content.
- Once off campus credits are placed on a transcript, they may not be removed.

SDUHSD shall post coursework to the transcript and grant credit toward high school graduation for coursework successfully completed at a community college, state college, public or private institution only if all of the following steps are completed:

- A course description and evidence of school accreditation and/or the school's current UC a-g list must be attached to this form.
- This form must be signed by the parent/guardian/educational rights holder, and counselor and submitted to the registrar **prior** to a student enrolling in the off campus course.
- Upon course completion, student must submit an official transcript that includes the grade issued and credits earned.**

Course Name: _____ Course #: _____ Credits: _____ Term: Semester 1 2 Summer

School _____ CEEB Code _____ Accreditation _____

Choose all that apply:

Reason for taking this course: HS Graduation Requirement College Eligibility Remediate Prior Grade Personal Interest

Have you taken off campus courses before? No Yes If Yes, how many? _____

Why have you decided to take this course off campus? _____

Parent/Guardian/Educational Rights Holder Signature

High School Counselor Signature

Date

NOTE: The off campus course you have requested to post toward a graduation requirement for SDUHSD may not be accepted by the UC/CSU system, private colleges and universities, out-of-state institutions, or NCAA as fulfilling requirements. It is your responsibility to check with an admissions officer from each campus to which you intend to apply.