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

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

**Please review the following district policies carefully:**

- Students must be enrolled at a high school while attending an off campus class to receive credit on a San Dieguito Union High School District (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. (Board Policy 6200.1/AR-1)
- **No more than 30 credits** from college courses, private instruction, or public school courses may be transferred onto the high school transcript. **No more than 10 credits per subject area in English, math, science or social science from courses taken outside of SDUHSD may be transferred to a SDUHSD transcript to fulfill graduation requirements.**
- **SDUHSD will not accept the following online coursework for credit**; **online visual and performing art courses, online physical education courses, or online lab science courses**.
- The course must be taken at an institution that is **WASC or otherwise regionally accredited and offers coursework leading to a high school diploma. Courses taken through providers that are WASC-accredited as Supplementary Ed will not be accepted for credit. We cannot recommend any specific program and it is SDUHSD policy not to proctor outside exams.**
- The student shall receive the same letter grade for the high school credit as is granted by the college, public or private institution.
- A single (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 Pre-Calculus Honors, Integrated Math III Honors and College Board Advanced Placement (AP) courses. **AP courses must be on the school's AP Course Audit Ledger for the year taken in order to be placed on the transcript.**
- **Off campus math courses may not be used to accelerate from college prep to SDUHSD honors level math courses unless they are taken in combination with a SDUHSD Bridge course (see current counselor for bridge information**).
- **Courses taken at schools outside of SDUHSD will not count as repeats of SDUHSD courses. They will be added to the transcript and counted in the GPA along with the original courses taken.**
- **Courses in language other than English from non-accredited or WASC Supplementary Ed schools will be awarded elective credit on the SDUHSD transcript only if the school is on the SDUHSD-approved list of Schools and Programs Approved for World Language Transfer Credit for the current school year. These courses will not be accepted as college preparatory elective credit. To receive college preparatory elective credit, the language school must be fully WASC-accredited as a high school and/or be UC approved.**
- 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:**

- This **Off Campus Course Permission Request Form** must be signed by the parent/guardian/student, and counselor and submitted ***prior*** to a student enrolling in the off campus course.
- **A course description and evidence of school accreditation must accompany this form.**
- Upon completion of the course, the student must submit an **official transcript from the school that includes grade issued and credits earned.**

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

Name of School and Accreditation: _____

Circle 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? Yes No 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

**WARNING**: **The off campus course you have requested as a graduation requirement for SDUHSD may not be accepted by the UC/CSU system, private or out-of-state institutions, or NCAA as fulfilling requirements. It is your responsibility to check with the admission office from each campus to which you intend to apply.**

**Revised March 2017**