

Date Received: _____

San Dieguito Union High School District
OFF CAMPUS COURSE PERMISSION REQUEST

Student Name: _____ ID: _____ Grad Year: _____

No more than 30 credits from the combined areas of college courses, private instruction, or adult school may be transferred onto the high school transcript. Students must be enrolled at a SDUHSD high school while attending an off campus class in order to receive credit on a SDUHSD transcript. **SDUHSD will not accept the following online course work for credit; online visual and performing art courses, online physical education courses, or online lab science courses.** No student may begin to acquire high school credits until the day after the completion of the 8th grade. Middle School students may not place off campus classes on their SDUHSD transcript. (Board Policy 6200.1/AR-1)

The San Dieguito Union High School District shall grant credit toward high school graduation for coursework successfully completed at a community college, state college, public or private institution provided that:

- The "Off Campus Course Permission Request Form" must be signed by the student, parent/guardian, counselor and registrar **prior** to a student enrolling in the off campus course. Otherwise the course will **not** be recorded on the high school transcript.
- The institution where the course is taken must be a WASC or otherwise regionally accredited school.
- The student shall receive the same letter grade for the high school credit as is granted by the college or private institution.
- A single (3 unit) college course is equal to a 5 credit high school course. College courses or private school honors courses do not receive weighted credit on SDUHSD transcripts with the exception of honors pre calculus and all College Board Advanced Placement courses.
- Upon the completion of the course, the student must submit an official transcript from the school that includes grade issued and credits earned.
- Once off campus credits are placed on a transcript, they may **not** be removed.

Course Title: _____ Course # _____ Credits: _____

Name of accredited school, program, college: _____

Reason for taking this course: _____

Have you taken off campus courses before? _____ How many? _____

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

Term: Check all that apply

1st Semester ___ 2nd Semester ___ 1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ 4th Quarter ___ Summer ___

A copy of the course description **must** accompany this request.

(1) _____
Student's signature

(3) _____
High School Counselor's signature

(2) _____
Parent's signature

(4) _____
Registrar's 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 colleges and universities, out-of-state institutions, or NCAA as fulfilling entrance requirements. It is your responsibility to check with an admissions officer from each campus to which you intend to apply.