

**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.
- 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 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 and College Board Advanced Placement (AP) courses. 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.
- 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 in language other than English will be awarded elective credit on the SDUHSD transcript only if the school is on the SDUHSD-approved list of language programs for the current school year. To receive college preparatory elective credit, the language school must be WASC-accredited and/or be UC approved.
- Only courses with the same course title and content will count as repeats of courses taken in SDUHSD high schools for GPA calculation. All earned grades will remain on the SDUHSD transcript.
- 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/educational rights holder, and counselor and submitted to the registrar **prior** to a student enrolling in the off campus course.
- A course description and evidence of school accreditation and/or UC/CSU approval must be attached to this form.
- Upon course completion, student must submit an official transcript that includes the grade issued and credits earned.

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_ Credits: \_\_\_\_\_ Term: 1<sup>st</sup> Semester 2<sup>nd</sup> 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 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.**