

Request for High School Credit for Concurrent Enrollment in Non-SVUSD Course

Please read the Information Sheet & Administrative Regulation attached to this form.

Last Name: _____ First Name: _____

Grade: _____ Age: _____ Birth Date: _____ Phone #: _____

Address: _____

Current High School (circle one): ETHS LHHS MVHS THHS SHS SVA

_____	_____	_____
Non-SVUSD Course (Exactly as catalog lists)	Non-SVUSD Course Number	Number of College Units or High School Credits
_____	_____	_____
SVUSD H.S. Course Equivalent (if applicable)		Name of Non-SVUSD Institution
Start Date of Course: _____		End Date of Course: _____
SVUSD Transcript Grading Period:		
Circle One:	1 st semester	2 nd semester
	1 st trimester	2 nd trimester
	3 rd trimester	Summer Session

My signature below verifies that I have read and will follow the directives specified in **the information sheet and Administrative Regulation 6146.11 included with** this form. I understand that it is my responsibility to provide an official non-SVUSD transcript to my current high school and that my current high school transcript will not be updated until the non-SVUSD transcript is received. I also understand that my high school graduation status may be contingent upon the receipt of the official documentation from the non-SVUSD school. I understand that if I do not provide the official documentation from the non-SVUSD school by the deadline, the non-SVUSD course will be listed on my SVUSD transcript with a grade of "F". I understand that the grade received in the non-SVUSD college course will be included on my high school transcript and included in the high school GPA calculation. This includes grades of "F" or "WF". The non-SVUSD college course will not receive weighted grades.

Student Signature Date Parent/Guardian Permission Date

Approved By:	
_____	_____
Guidance Counselor/Student Services Tech Date	H.S. Assistant Principal/Principal Date
DEADLINE DATE FOR COURSE COMPLETION: _____	
Official transcript is required. This course will count in the high school GPA.	
For office use only	SVUSD credits: _____

High School Credit for Concurrent Enrollment in Non-SVUSD Course Information Sheet

General Information

1. The grade received in the non-SVUSD college course will be included in the high school GPA calculation. This includes grades of “F” or “WF”. The non-SVUSD college course will **not** receive weighted grades.
2. The non-SVUSD college course is allowed for any of the 55 elective credits required for graduation. The course will not be allowed to replace any of the 165 credits of specified classes for graduation (English 1, 2, 3, 4; World History; United States History; Civics/American Government; Economics; the first three years of Math include Algebra 1; the first three years of Science; two years of Physical Education; one semester of Health, one year of one of the following: Visual or Performing Arts, World Language, American Sign Language, or Career Technical Education). In rare circumstances, the AP of Curriculum may grant exceptions with pre-approval.
3. Students taking a non-SVUSD college course as a repeat of a course taken in high school during the regular school year may do so only if the course is/was not offered during SVUSD summer school. The same guidelines used for courses repeated within the district will be used: the grades in both courses will appear on the high school transcript, but only one course will be granted credit toward meeting graduation requirements and only the higher grade received will be included in the GPA calculation.
4. The non-SVUSD college course may be included in the required number of classes (six classes for 9th, 10th, 11th graders; five classes for 12th graders); however, all students must take at least four classes on the high school campus. The four classes may include an online SVUSD classes.
5. College coursework will only be accepted from an accredited two or four-year college or university.

Student Responsibilities

1. Student must obtain prior approval for the course and credit by the Assistant Principal of Curriculum and Guidance.
2. Student must provide proof of enrollment by the 15th day of the SVUSD semester the course will be dropped from their schedule. If the course was included in the required number of classes, the student will be enrolled in an SVUSD course.
3. Student brings official transcript from college within one week of the transcript being available from the college.
 - a. *Students that have not brought in a copy of the college transcript within three weeks of the end of the college term will have an “Incomplete” recorded as their grade. Designated staff member will notify student of the “Incomplete” grade and will inform student that the grade will be changed to an “F” if the student does not provide the college transcript within two weeks of notification.*
4. Student is responsible for confirming that the non-SVUSD college course for which they are concurrently enrolled will be accepted by a college or university other than the one in which they are concurrently enrolled.

ALTERNATIVE CREDITS TOWARD GRADUATION

Alternative means specified by the District for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (Education Code 51225.3)

Definitions

A semester period is one period of 40 to 60 minutes of instructional time per week throughout one semester of at least 17 weeks, or a minimum of 12 clock hours of instructional time provided during the academic year or in summer school. While the content to be covered is planned within these timeframes, a student may be granted one semester period of credit even though the student spends less than the aforementioned amount of time in completing the necessary work. (5 CCR 1600)

College Courses

To receive high school credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a written request and a transcript showing successful completion of the course. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate.

Guidelines for Granting High School Credits for College Coursework

Saddleback Valley Unified School District high school students may elect to use college coursework credits to meet SVUSD high school graduation requirements. Students may also opt to take a college course for college credit only. Three semester college credits or 4.5-quarter college credits are equivalent to ten high school credits (Education Code 51740, 51760, Title S 1630). The credits allowed for college coursework are separate from and in addition to the maximum of ten credits of independent study allowed for high school graduation. The following conditions must be met for college credit to be accepted for SVUSD high school graduation credit:

1. The student must obtain prior approval for the course and credit by the Assistant Principal for Curriculum.
2. If the same course is offered on the high school campus, the college course may be approved if the high school administrative staff determines that a scheduling conflict prevents the student from taking the course on the high school campus.
3. The college course may be included in the required number of classes (six classes for 9th, 10th, and 11th graders; five classes for 12th graders); however, all students must take at least four classes on the high school campus.
4. The college course will be awarded high school elective credit. The college course(s) will not receive weighted grades. A college course is allowed for any of the 55 elective credits required for graduation. A college course is not allowed to replace any of the 165 credits of specified classes for graduation (English 1, 2, 3, 4; History, World History, United States History, Civics/American Government, Economics; three years of Math including Algebra 1; three years of Science; two years of Physical Education; one semester of Health; one year of Visual/Performing Arts, Foreign Language, or Applied/Technical Arts). The only exception to this is by repeating a course taken in SVUSD summer school where a grade of HF" was received.
5. The grade received in the college course will be included in the high school G.P.A. calculation. This includes grades of HF" or "WF". The college course(s) will not receive weighted grades.
6. High school graduation credit will not be granted for college courses taken as a repeat of a course taken in high school during the regular school year. The only exception is, this: a high school student wanting to repeat a course which is not offered in SVUSD summer school may take a pre-approved college course in its place. The same guidelines used for courses repeated within the district will be used: the grades in both courses will appear on the high school transcript, but only one course will be granted credit toward meeting graduation requirements and only the higher grade received will be included in the G.P.A. calculation.
7. A non-academic college course designated with a mark of pass/fail may be approved for credit. An academic college course designated with a mark of pass/fail shall not be approved for credit.
8. College coursework will only be accepted from an accredited two or four-year college or university.
9. After successful completion of the course, it is the responsibility of the student to have the college submit the necessary

transcript documentation to the high school. Following receipt of the college transcript by the high school, the college registrar where the credit was earned will receive a form from the SVUSD high school guidance office informing the college that high school credit was granted.

Guidelines for Granting Credits for Distance Learning/ Online Coursework

Saddleback Valley Unified School District high school students may elect to use distance learning/online coursework credits to meet SVUSD high school graduation requirements. The credits allowed for distance learning/online coursework are separate from and in addition to the maximum of ten credits of independent study allowed for high school graduation. The following conditions must be met for distance learning/online credit to be accepted for SVUSD high school graduation credit:

1. The student must obtain prior approval for the course and credit by the Assistance Principal for Curriculum.
2. If the same course is offered on the high school campus, the distance learning/online course may be approved if the high school administrative staff determines that a scheduling conflict prevents the student from taking the course on the high school campus.
3. The distance learning/online course may be included in the required number of classes (six classes for 9th, 10th, and 11th graders; five classes for 12th graders); however, all students must take at least four classes on the high school campus.
4. The distance learning/online course will be awarded high school elective credit. The distance learning/online course(s) will not receive weighted grades. A distance learning/online course is allowed for any of the 55 elective credits required for graduation. A distance learning/online course is not allowed to replace any of the 165 credits of specified classes for graduation (English 1, 2, 3 & 4; Cultural Geography/History, World History, United States History, Civics/American Government, Economics; three years of Math including Algebra I; three years of Science; two years of Physical Education; one semester of Health; one year of Visual/Performing Arts, Foreign Language, or Applied/Technical Arts). The only two exceptions to this are repeating a course taken in SVUSD summer school where a grade "F" was received, or taking an AP level of a required SVUSD course when the AP course is not offered at the student's high school.
5. The grade received in the distance learning/online course must be included in the high school G.P.A. calculation. This includes grades "F" or "WF". The distance learning/online course(s) will not receive weighted grades.
6. High school graduation credit will not be granted for distance learning/online courses taken as a repeat of a course taken in high school during the regular school year. The only exception is this: a high school student wanting to repeat a course which is not offered in SVUSD summer school may take a pre-approved distance learning/online course in its place. The same guidelines used for courses repeated within the district will be used: the grades in both courses will appear on the high school transcript, but only one course will be granted credit toward meeting graduation requirements and only the higher grade received will be included in the G.P.A. calculation.
7. A non-academic distance learning/online course designated with a mark of pass/fail may be approved for credit. An academic distance learning/online college course designated with a mark of pass/fail shall not be approved for credit.
8. Distance learning/online coursework will only be accepted from a distance learning/online school accredited by WASC or one of the other five regional associations that accredit public and private schools or a program that has an approved University of California "a-g" Course List.
9. After successful completion of the course, it is the responsibility of the student to have the distance learning/online school program submit the necessary transcript documentation to the high school.

CSBA: 3/01, 3/06, 7/08
 SVUSD: 10/02
 Revised: 2/05, 2/06, 6/06
 Revised: 2/09 (per 7/08 CSBA)