

OFF CAMPUS COURSE APPROVAL FORM

STUDENT NAME: _____ STU ID: _____ GRADE: _____ GRADUATION YEAR: _____

Prior to enrolling in an off campus course(s) I acknowledge:

- This **Off Campus Course Approval Form** must be completed, signed, and approved by the counselor/principal prior to enrolling in an off campus course.
- All off campus courses must be taken at an institution that is WASC or otherwise regionally accredited.
- Students must be enrolled at a VUSD high school while attending an off campus class in order to receive credit on a VUSD transcript.
- All costs incurred in taking off campus courses are the responsibility of the student/parent/guardian.
- A 2 or 3 unit college course is equal to a 5 credit high school course. A 4 or 5 unit college course is equal to a 10 credit high school course.
- It is the student/parent/guardian's responsibility to verify that the off campus course(s) taken meet college admissions, A-G, and/or NCAA/NAIA requirements, if they are taking the course to fulfill one of those requirements.
- The VUSD guidelines allow a student to take up to 50 credits in off campus courses during the student's four years of high school.
- If a student wants to take an off-campus course for additional credit, he/she must be enrolled in at least 60 credits per year on campus (grades 9 through 11) and 50 credits per year on campus (seniors) (@MVHS must be enrolled in at least 60 credits per year on campus, grades 9 through 12). Internships or Work Experience do not count toward this on campus credit requirement.
- Unless otherwise authorized by school administration, off campus courses should be limited to one course (10 credits) per core subject area. **Note: All students must enroll in English 12 and American Government/Economics on campus.**

After completion of off campus course(s) I acknowledge:

- The parent/guardian/student must submit an official transcript from the off campus school that includes the grades and credits/units earned to their high school registrar. The student will receive the same letter grade listed on the off campus transcript, on their high school transcript and it will affect the student's GPA. All transcripts must be received no later than June 1st of the school year in progress.
- Once off campus grades and credits are placed on the transcript, they cannot be removed.
- The student is responsible for requesting official transcripts from off campus institutions and sending the official transcripts to the colleges they apply to as requested by the colleges.

I have read and understand the requirements and policies above. I request to take the course(s) listed below off campus

Parent Signature _____ Date _____ Student Signature _____ Date _____

1. Name of accredited school, program or college: _____

Course Name _____ Course #: _____ Credits: _____
 Course Name _____ Course #: _____ Credits: _____

Reason for taking this course:

- VUSD Grad Requirement College Eligibility NCAA/NCIA Eligibility Remediate prior grade Personal Interest
- Term (Check all that apply)** Fall Spring Summer

Do you intend to have this course placed on your VUSD transcript? Yes No

2. Name of accredited school, program or college: _____

Course Name _____ Course #: _____ Credits: _____
 Course Name _____ Course #: _____ Credits: _____

Reason for taking this course:

- VUSD Grad Requirement College Eligibility NCAA/NCIA Eligibility Remediate prior grade Personal Interest
- Term (Check all that apply)** Fall Spring Summer

Do you intend to have this course placed on your VUSD transcript? Yes No

APPROVED **DENIED** *(office use only)*

Counselor Name Signature Date Administrator Name Signature Date

Notes: _____