



# EUHSD OFF CAMPUS COURSE APPROVAL FORM

ALL PORTIONS OF THIS FORM MUST BE COMPLETED

## Student Information (Please Print)

Last Name		First Name		Middle Name	Grade Level	Student ID#
School Attending (Check One) <input type="checkbox"/> EHS <input type="checkbox"/> OGHS <input type="checkbox"/> SPHS <input type="checkbox"/> VHS <input type="checkbox"/> DLA		Counselor		I plan to take this course in the following term:		
				Term (Circle One) <b>Fall Winter Spring Summer</b>		Year

\*Check all that apply.

I plan to take an off campus course as a EUHSD graduation course equivalent. Subject area: \_\_\_\_\_

I plan to take an off campus course and have it considered for weighted credit and added to my EUHSD transcript.

I Plan to take an Off Campus Course and will NOT add it to my EUHSD transcript.

\*See reverse side for additional information.

University/College Name	Phone #
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University/College Address	City	Zip Code
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Course #	# of Credits	Course Name (attach course description)
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This course is: (Check one)

Lecture  Online  Blended (both online and lecture)

### Student Initials Required:

\_\_\_\_\_ I understand that I must submit an official transcript in order for any coursework to be added to my official EUHSD transcript.

\_\_\_\_\_ I understand that once a course is added to my official EUHSD transcript it cannot be removed.

\_\_\_\_\_ I understand that only up to four approved college level courses may be weighted and may be added to my official EUHSD transcript.

\_\_\_\_\_ I understand that all costs associated with coursework taken outside the EUHSD are my responsibility.

\_\_\_\_\_ I understand that a full review of the course syllabus may be required for all courses seeking EUHSD course equivalency or weighted credit.

\_\_\_\_\_ I understand that it is my responsibility to submit official transcripts from all institutions for college admission and/or scholarship purposes.

_____ Student Signature	_____ (Date)	_____ Parent Signature	_____ Date
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## For Official School Use Only

To be filled out by Counselor	To be filled out by Registrar
This course <b>meets</b> EUHSD course equivalent requirements <input type="checkbox"/> YES <input type="checkbox"/> NO This course <b>meets</b> weighted credit criteria. <input type="checkbox"/> YES <input type="checkbox"/> NO _____ number of credits awarded _____ <b>Counselor Signature</b> _____ <b>Date</b> _____ All courses to be added to EUHSD Official Transcript <b>MUST</b> come from an accredited school, college or university. (Check one) <input type="checkbox"/> Is Accredited <input type="checkbox"/> Is Not Accredited	Official Sealed Transcript Received by: _____ (name) Date: _____ <input type="checkbox"/> Applied weighted credit <input type="checkbox"/> Applied non-weighted credit _____ <b>Registrar Signature</b> _____ <b>Date</b> _____

## For District Use Only

Forward to Director of Curriculum for further review/verification if counselor cannot make the determination.

Denied  Approved \_\_\_\_\_ # of credits awarded

This course **meets** EUHSD course equivalent requirements  YES  NO Course equivalent to: \_\_\_\_\_

This course **meets** weighted credit criteria.  YES  NO

\*All courses to be added to EUHSD Official Transcript **MUST** come from an accredited school, college or university.

(Check one)  Is Accredited  Is Not Accredited

Denial Reason: \_\_\_\_\_

_____ Director of Curriculum Name	_____ Director of Curriculum Signature	_____ Date
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The EUHSD makes every effort to be fair and diligent in its efforts to assess coursework taken outside the EUHSD. Please review the following information in keeping with EUHSD Board Policy and Administrative Regulations 5127.1 for approval of any coursework taken outside the EUHSD to be added to the EUHSD transcript.

- Courses to be considered as “equivalent” to EUHSD graduation requirements must be approved by the EUHSD Counselor and/or the EUHSD Director of Curriculum and may require additional documentation from the students, such as: an official course syllabus from the institution where the coursework was taken, contact information for the teacher of record from the institution where the coursework was taken, etc.
- All courses to be added to official EUHSD transcript must be accompanied by an official sealed transcript from the institution issuing the final grade.
- Only coursework from accredited institutions will be considered by the EUHSD.
- Student eligibility for site/district awards (i.e. Valediction/Salutatorian, Valedictory Circle) will require submission of official transcript – date to be determined by school site. It is the student’s responsibility to get official date from school counseling office.
- EUHSD “may” award “weighted” credit for college or university UC transferrable coursework. Each course will be reviewed based on its own merit and any approval is dependent upon a review of the coursework and of the student’s official EUHSD transcript.
- It is the student’s responsibility to provide official transcripts from all institutions to college/universities for admission purposes.
- It is the student’s responsibility to verify any NCAA eligibility for coursework taken outside the EUHSD.

#### Weighted Credit Considerations:

1. World Language courses at the entry level equivalent to years 1 and 2 of EUHSD coursework will not receive ‘weighted’ credit.
2. Courses equivalent to those already completed within the EUHSD will not receive ‘weighted’ credit.
3. Courses equivalent to Honors Algebra II, will not be weighted – Effective January, 2016.
4. Credit for any approved government course may be awarded five (5) weighted credits.
5. Credit for any approved economics course may earn up to ten (10) weighted credits. Five credits may be awarded for completion of microeconomics coursework and five credits may be awarded for macroeconomics coursework.