

Online/Correspondence Course Approval Process (Grades 9-12)

The Pleasanton Unified School District may grant credit for online/correspondence courses to meet high school graduation requirements under the following conditions. The definition of an online/correspondence course for the purpose of this policy is when a student independently completes an online or correspondence course through the Internet or by mail. When a student completes an online course (e.g. Civics), it does not preclude the student from having to meet all district graduation requirements (e.g. community service).

Criteria for Approval:

1. The course must meet one of the following criteria:
 - Meets criteria outlined in this policy or
 - Course offered as part of the University of California College Prep Online Program (UCCP) or
 - Included on District approved list of online courses.
2. The curriculum of the online/correspondence course meets the following criteria:
 - Aligns with the curriculum of a course in the district and/or the state standards.
 - The course outline has been reviewed by both school administration and a teacher representative from the subject area department before it is determined that the online/correspondence course is aligned with district curriculum. When submitting an online course for approval, the student should allow time for site staff to review the alignment of the proposed course with district curriculum.
 - If the course does not align with district curriculum, it may be reviewed by school administration/administrative designee and a teacher representative from the subject area department for approval for elective credit.
3. The maximum number of units granted for credit of online/correspondence courses is 20 units for grades 9-12 with no more than 10 units in any one subject area. Appeals for the approval of more credit for online/correspondence courses may be made to the school principal.

Procedures to Follow:

1. The student completes the district's Online/Correspondence Course Request Form (Appendix A attached to this policy) and submits it to the principal or designee before enrolling in the online/correspondence course.
2. The principal or designee reviews the course for possible approval.
3. If the course is approved, the student enrolls in the online/correspondence course. Seniors need to enroll in a second semester online/correspondence course by March 1 and complete all course work including the final by May 15 (or meet an earlier submission date, if required by the institution in order to obtain a grade before graduation).
4. An online course enrollment deadline extension from March 1 to ten school days after the mailing of the third quarter progress report will be considered for seniors who learn that they are at risk of failing a course at the third quarter progress report (mid March report).
5. The cost for enrolling in any online/correspondence course needs to be paid for by the student or his/her parent.
6. The grade issued by the institution offering the online/correspondence course will be placed on the student's transcript.

Appeals Process:

Requests to take an online course to meet graduation requirements that are denied may be submitted to the site principal for review and approval. If the online course request is not approved by the site principal, an appeal may then be submitted to the Director of Curriculum in writing for review.

Pleasanton Unified School District ONLINE/CORRESPONDENCE COURSE PERMISSION REQUEST FORM
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Student's ID#: _____ Date: _____

_____ class of _____, has permission to enroll in
 (Student's Name)

Course Title: _____ Course #: _____ Units in catalog: _____

(Name of accredited school, program, or college)

Reason for taking this course: _____

Procedures to Follow:

- Student and parent review the district criteria for approval of the course, procedures, and timelines for completing the course (see back of this form).
- A copy of the course description and course outline must accompany this request. Please check which of the following applies:
 - Course meets district criteria/curriculum
 - Course is on a district approved list
 - Course is offered through the University of California College Prep Online Program (UCCP)
 - Course proposed for elective credit
- The approved request must be filed with the student's counselor before enrolling in the course.
- Immediately after completing the course (May 15 for seniors enrolled in a course second semester), the student needs to ask the issuing institution to send an official transcript to the school registrar.

The maximum number of units granted for credit of online/correspondence courses in PUSD is 20 units for grades 9-12, with no more than 10 units in any subject area. Seniors enrolling in an online/correspondence course second semester must enroll by March 1 and complete the course by May 15 (or meet an earlier deadline if required by the online institution in order to request their grade and transcript before graduation).

An online course enrollment deadline extension from March 1 to ten school days after the mailing of the third quarter progress report will be considered for seniors who learn that they are at risk of failing a course at the third quarter progress report (mid March report).

<p>Important Notice: The online/correspondence course you have requested to enroll in to meet a graduation requirement for PUSD, may not be accepted by the UC/CSU system, private colleges and universities, out-of-state institutions, or NCAA as fulfilling entrance requirements. Be sure to check with an admissions officer from each campus to which you intend to apply.</p>

(1) _____
 Student's signature

(3) _____
 Counselor's signature

(2) _____
 Parent's signature

(4) _____
 Principal or Designee's signature