

## COURSEWORK OPTIONS OUTSIDE OF TUSD

If you are considering submitting a request to take coursework outside of TUSD, please read this document carefully and completely.

Coursework options fall into one of two categories:

### **1) COURSES USED TO MEET TUSD GRADUATION REQUIREMENTS –**

All courses used to meet TUSD graduation requirements **MUST** be APPROVED PRIOR to enrollment in the course.

**All courses required for graduation must be taken at a TUSD school.**

Students wishing to appeal this requirement due to extenuating circumstances must:

- a) complete a “Request for Alternative Course Credit” form available from the Counselor in the Office or online on our school website under Resource: Student.
- b) submit form to the Counseling Technician for administrative review.

Forms will be returned for your pickup in the Counseling Office. Students should exhaust all opportunities to complete coursework at Tustin Connect, through your comprehensive high school, or through TUSD summer school before requesting approval to take courses elsewhere.

Please note:

**Courses completed but not approved prior to enrollment will NOT be entered on the TUSD transcript, nor will they be counted for graduation credit.**

Not all courses taken outside TUSD will meet the prerequisites for TUSD classes. Courses in math and world languages from community colleges and online programs do not meet TUSD course prerequisites.

If the course is approved for graduation credit, students must provide an official, sealed transcript from an accredited school or program outside of TUSD to have the classes and credits entered onto TUSD transcripts.

TUSD high schools will only accept credit from schools, colleges, and online programs recognized by the US Department of Education through accreditation by regional accrediting agencies, e.g. Western Association of Schools and Colleges (WASC) or the California Department of Education (CDE).

If the course is not pre-approved and does not count for graduation credit, it will not be placed on the TUSD transcript.

### **2) COURSES USED TO MEET COLLEGE ENTRANCE REQUIREMENTS OR COURSES FOR PERSONAL ENRICHMENT –**

Students are welcome to take coursework beyond TUSD to fulfill college entrance requirements or for personal enrichment. Classes completed to meet college entrance requirements or taken for personal enrichment will **NOT** be entered on the TUSD transcript and will **NOT** be factored into the GPA.

Four-year college applicants will enter applicable coursework and grades onto their college applications directly and/or submit dual transcripts.

**Once you have determined if you will need to seek approval for the course you’re considering, please continue reading on the REVERSE for details about school options for coursework completion.**

Local area private high schools offer summer programs accessible to our students, however, dates could conflict with the TUSD calendar. The cost for these programs varies but is required.

Community Colleges or Universities: Students should go to the community college website(s) to determine the class that best fits their need. Please refer to the community college website directions for “K-12 concurrent enrollment” for necessary community college forms and registration steps. Students who plan to attend community college must submit both the community college permission form and the “Request for Alternative Course Credit” form for administrative approval. Be aware that K-12 students are at “the back of the line” for enrollment into community college classes and students may want to apply to multiple community colleges programs simultaneously to improve the likelihood of enrollment. Approval for college course completions requires the following:

- a) Students must demonstrate adequate preparation in the discipline to be studied
- b) Students should exhaust all opportunities to enroll in an equivalent course at the high school
- c) For any particular grade level, community college approval is limited to 5% of the total number of students who completed that grade immediately prior to the time of the recommendation

Students should use caution when choosing online courses to meet college entrance requirements. Most, but not all, colleges and universities view online courses in the same light as regular high school coursework. To check if an online course is approved by the University of California and Cal State University systems, please refer to the A-G Course List at <https://hs-articulation.ucop.edu/agcourselist>. Enter, then select, the highlighted name of the online provider and the UC approved a-g course list specific to that program will appear for your review. For a 4-year college or university other than the University of California or California State University campus, it is a good idea to verify the online coursework being considered directly with the admissions office.

If you are an athlete who intends to compete in collegiate athletics, you should also be aware that many online classes that may meet college entrance requirements are not approved by the NCAA. Check the NCAA website at [www.ncaa.org](http://www.ncaa.org) for information.

**PLEASE RETURN TO THE TUSTIN CONNECT OFFICE**

**Tustin Unified School District  
Request for Alternative Course Credit**

- Courses required for graduation may not be taken outside the Tustin Unified School District.
- Specific authorization **MUST** be requested in advance.
- Students who are requesting alternative credit towards graduation must meet minimum standards of academic achievement and have full class schedules on campus.
- Only with prior approval and parental/guardian consent will credit be granted.

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade: \_\_\_\_\_  
Current High School: \_\_\_\_\_ Current School Year: \_\_\_\_\_  
Reason for Request: \_\_\_\_\_  
Alternative Ed Site: \_\_\_\_\_ Location: \_\_\_\_\_  
Quarter / Semester: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Course Title: \_\_\_\_\_ Units of Credit: \_\_\_\_\_  
Course Description: \_\_\_\_\_

Do you intend to have the class(es) appear on the high school transcript?  Yes  No

Class Meets: Day(s) of Week: \_\_\_\_\_ Total Weeks: \_\_\_\_\_

Each Tustin Unified School District high school semester course is valued at 5 credits. A semester course earning 3.0 units of college credit equates to 10 units of high school credit; a quarter course earning 4.5 units of college credit equates to 10 units of high school credit. A maximum of 5 credits per semester, 10 credits per year, and 40 credits total may be granted for all courses taken outside the purview of the high schools.

It is the student's responsibility to request that an official school/college transcript be mailed to the appropriate high school to certify completion of the course. No grade or credit will be added to a student's high school transcript until the official transcript has been received. Mail official transcript to:

Registrar  
Beckman High School  
3588 Bryan Avenue  
Irvine, CA 92602

Registrar  
Foothill High School  
19251 Dodge Avenue  
Santa Ana, CA 92705

Registrar  
Hillview High School  
1151 Sam Juan Street  
Santa Ana, CA 92705

Registrar  
Tustin Connect High School  
1151 San Juan Street  
Tustin, CA 92780

Registrar  
Tustin High School  
1171 El Camino Real  
Tustin, CA 92780

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<p style="text-align: center;"><b><u>FERPA (Family Educational Rights and Privacy Act)</u></b></p> <p>I understand that the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In accordance with FERPA, professors will only communicate directly with their students in the IVC or other community college courses and will not be able to respond to parent emails or phone calls, all communication must be done with the student directly.</p>	<hr style="width: 80%; margin: 0 auto;"/> Parent  <hr style="width: 80%; margin: 0 auto;"/> Student
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<p style="text-align: center;"><b><u>Accommodations Due to Learning and/or Physical Disabilities</u></b></p> <p>I understand that I must personally contact the Disabled Students Programs &amp; Services (DSPS) department at IVC or another community college and present a copy of my current IEP or 504 for evaluation to determine what services can be provided by the college. The level of service and accommodations can be different than those provided at the high school level and is determined by IVC. The DSPS department provides support services, specialized instruction, and accommodations to students with a disability, allowing them to fully participate and benefit from an equitable college experience. The overall mission of DSPS is to provide exemplary instruction, support services, and access to students with disabilities. DSPS will support students with disabilities in educationally related activities consistent with the mission and vision of Irvine Valley College and in compliance with federal and state laws.</p>	<hr style="width: 80%; margin: 0 auto;"/> Parent  <hr style="width: 80%; margin: 0 auto;"/> Student
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By signing below you are stating that you have read, understand, and agree to the terms and conditions described in the Coursework Options Outside of TUSD document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TO BE COMPLETED BY COUNSELOR/ADMINISTRATOR:</b>			
Credits earned to date: _____ Units in progress: _____ GPA: _____			
_____ Approved		_____ Not approved	
_____ Approved High School Credit		_____ Not approved High School Credit	
_____	_____	_____	_____
Counselor Signature	Date	Administration Signature	Date
IMPORTANT: Attach current Schedule, History File, and Rationale for Site/District Approval			