

# Yuma Union High School District

## Approval Form for Concurrent Enrollment Courses

### Directions

Parent & Student Initial:

Student must obtain and complete this form with their YUHSD counselor **PRIOR** to enrolling into an off campus course from an accredited institution to receive credit for a YUHSD course equivalent.

Parent & Student must review and initial each item listed within the YUHSD District Guideline & Information section of this form.

After this form is completed and signed, return it to your counselor for administrative approval.

Upon completion of the course, it is the student's responsibility to have an official transcript sent to the YUHSD campus.

Student Name                      Grade                      Birthdate                      YUHSD ID #                      College, Program ID#

Reason for taking this course: ☐ Course Substitution ☐ Remediation ☐ Acceleration ☐ Other

Name of accredited school, program, college: \_\_\_\_\_

School Year: \_\_\_\_\_

Term: ☐ Fall ☐ Spring ☐ Winter ☐ Summer

Semester: ☐ Sem 1 ☐ Sem 2

Off campus course title: \_\_\_\_\_ Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

YUHSD course title: \_\_\_\_\_ Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

Off campus course title: \_\_\_\_\_ Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

YUHSD course title: \_\_\_\_\_ Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

☐ Yes, I authorize Yuma Union High School District to record the courses, earned grades and credits listed above on said student's official high school transcript.

☐ No, I do not, authorize the Yuma Union High School District to record the courses, earned grades and credits listed above on said student's official high school transcript

Parent/Guardian Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date Submitted for Approval \_\_\_\_\_

For School Use Only



Approved



Denied

Administrator Signature:

Date:

# Yuma Union High School District Guidelines & Information

YUHSD Counselor will review each item. Parent & Student will Initial each item.

|  |  |
|--|--|
|  | The concurrent course requested as a YUHSD graduation requirement may not be accepted by ABOR, private colleges and universities, out of state institutions, or NCAA as fulfilling entrance requirements. It is your responsibility to check with an admissions officer from each campus to which you intend to apply. |
|  | This form must be completed and signed by the student, parent/guardian, counselor and approved by campus administration prior to a student enrolling in the off-campus course. Otherwise, the course will not be recorded on the high school transcript.   |
|  | The institution where the course is taken must be an accredited school.  |
|  | The course description and class meeting schedule must be attached to this form for approval.  |
|  | Students who enroll into courses with another institution without prior approval, will not receive academic credit even if an official transcript is presented.  |
|  | Upon the completion of the course, the student must submit an official transcript from the school that includes grade issued and units/credits earned.   |
|  | Seniors and Early Graduates must submit final grades at least 3 days prior to graduation to ensure graduation clearance and eligibility for participation in graduation ceremonies per Board Policy IKFB.  |
|  | The student shall receive the letter grade (A, B, C, D, F, NC) for high school credit as is granted by the college or private institution. College courses added to the transcript will affect a student's GPA and class rank.   |
|  | All costs incurred in taking off campus courses are the responsibility of the student and/or parent/guardian.  |
|  | Credits that are placed on a transcript, may not be removed.   |
|  | If class is modified, changed or dropped, either by the student or the college, student must notify their high school counselor immediately. New form will need to be completed reflecting the updates.  |

## College Credit Equivalent for High School

Approved course(s) at a college or university will be issued high school credit according to the following scale:

College courses at the "100" level = 0.50 elective credit (Any college course below 100 will not be accepted)

3 college credit hours = 0.50 high school credit

4 college credit hours = 0.50 high school credit

5 college credit hours = 1.0 high school credit