



San José Unified School District Outside Credit Approval Criteria

Students may take courses outside of SJUSD to meet high school graduation requirements or for acceleration purposes. San José Unified only accepts credits for classes taken outside of the district if it meets specific criteria. Please review the detailed information regarding taking courses outside of SJUSD carefully before beginning the approval process.

Outside courses appearing on the SJUSD Transcript

- Courses taken outside of SJUSD may be added to the SJUSD transcript.
- A maximum of 40 credits of pre-approved outside coursework may be added to the SJUSD transcript.
- Classes must be high school level courses listed on the **University of California A-G Course List** or California Community College courses listed on **assist.org** as UC/CSU transferable to be approved.
- Outside courses must be pre-approved with the *San Jose Unified Outside Credit Approval Form* to appear on the SJUSD transcript.
- Students taking a course for enrichment only will not appear on SJUSD transcript
- The outside course must earn a letter grade. Courses that earn pass/fail grades will not be approved.
- If a student is approved for Math or Science acceleration, the student must request the sequential higher-level course during course selection.

Maximum Number of Off-Campus Courses at a time

- Students may be approved to take an outside course, provided that the combined total of SJUSD courses and outside courses does not exceed seven courses per semester.
- Students may be approved to take a maximum of two outside courses during the summer.

San Jose Unified Approved Dual Enrollment & Concurrent Enrollment Courses

- SJUSD approved dual enrollment & concurrent enrollment courses **do not** need to be pre-approved with the *San Jose Unified Outside Credit Approval Form* prior to taking the course.
- SJUSD approved dual enrollment and concurrent enrollment courses are not included in the 40 credits of pre-approved outside coursework that may be added to the SJUSD transcript.



San José Unified School District Outside Credit Approval Criteria

Retaking a course for A-G eligibility or credit recovery

- Outside courses may be taken and may appear on the transcript only if the student is repeating a course in which a D or F was previously earned.
- The retaken course must have the exact same course name as the original course.
- The original grade of D or F will remain on the transcript and the student will receive credits in one of the two courses (whichever is the higher of the two grades). Both course grades are entered into the student's transcript and are calculated into the student's grade point average.

Eligibility to take an outside course by subject area

PE/VPA

- All graduation requirements for PE and VPA must be completed in SJUSD.

English

- All graduation requirements for English must be completed in SJUSD.

Science

- Students may take a summer course outside of SJUSD for acceleration purposes in Science to meet prerequisites for the course requested the following year.
- Note: Completion of an outside course does not guarantee seat availability in the next level Science class.
- SJUSD does not approve online or hybrid Science courses.

History/Social Science

- Social Science courses required for graduation must be completed in SJUSD (World History, US History, US Government, and Economics, including all Accelerated, Honors or IB/AP courses.)

Mathematics

- Students may choose to complete a summer Math course outside of SJUSD for acceleration purposes to move to the next Math sequence level for the following school year. All prerequisite courses must be successfully completed prior to enrollment in math acceleration courses.
- The SJUSD Math sequence is:
Algebra 1→ Geometry→ Algebra 2→ Precalculus→ Calculus
- Note: Completion of an outside course does not guarantee seat availability in the next level Math class.



San José Unified School District Outside Credit Approval Criteria

Mathematics for Rising Freshman(8th grade going into high school)

- Rising Freshman may take a Math course outside of SJUSD during the summer after 8th grade. The outside Math course may be added on the SJUSD transcript if both criteria below are met:
 - Student starts and successfully completes an outside Math course after 8th grade promotion and before the start of the 9th grade school year.
 - The *San Jose Unified Outside Credit Approval Form* is approved and signed by the designated school official at the home high school prior to taking the course.

World Languages

- Students who choose to take an offered World Language course within SJUSD must complete the first two years within SJUSD to meet graduation requirements. Spanish 5–6 coursework completed outside of SJUSD will be transcribed only when taken for the purpose of accelerating into AP Spanish Language.
- If a world Language course is not offered within SJUSD, the student may complete an approved World Language course outside of SJUSD to meet graduation requirements.

Summer Courses to skip a level in Math or Science

- Students are encouraged to speak to their counselor about this option. Shortened courses in any subject are not equivalent to that of a year-long class and often do not provide enough time for students to fully master essential skills and concepts. Students may struggle in the following year's course.

Course Timeline & Transcript Submission Deadline

- An approved summer acceleration course for Math or Science must be completed before the first day of school. Official transcripts must be submitted to the high school registrar by the first Friday of the school year.
- Courses approved during the school year must be completed by the last Friday in June. Official transcripts must be submitted to the high school registrar two weeks after course completion.
- Please note that students should allow time for an outside institution to process and issue an official transcript.

College/SVCTE Credits & Grade Point Average

- College courses receive either a multiple of 2 or 3 per credit based on whether the school is on the semester or quarter system. For example, if a student takes

San José Unified School District Outside Credit Approval Criteria

a 3-credit course at a semester college, they would receive 10 high school equivalent credits. If a student takes a 4-credit course at a quarter system college, they would receive 10 high school credits. The maximum number of credits received is 10 for any course.

- Credits are awarded according to the Carnegie Unit System. When an external course worth more than 5 credits per semester is added to a student's official transcript, the course carries a higher weighting factor, which is reflected in the calculation of the student's cumulative grade point average (GPA).

School Accreditation

- Outside courses must be from schools with regular WASC accreditation.
 - Four-year universities and graduate schools(WSCUC): <https://www.wscuc.org/>
 - Community Colleges(ACCJC): <https://www.accjc.org/>
 - High schools(ACS): <https://www.acswasc.org/>
- Schools that have supplemental (SEP) [WASC](#) accreditation will not be accepted.

Steps to take an outside course

- Determine whether the institution is WASC accredited (see links above). The school's own website must disclose its accreditor.
- Determine whether the class is a high school level course listed on the **University of California A-G Course List** or California Community College courses listed on [assist.org](#) as UC/CSU transferable.
- Confirm with the school counselor that the course aligns with graduation requirements, meets criteria for approval and meets student's goals.
- A school administrator will review the course for alignment with the criteria and sign the *San José Unified Outside Credit Approval Form*.
- Please note that students wishing to take courses outside of SJUSD must have prior approval by a school administrator.

After successfully completing an outside course

- For courses approved to appear on the SJUSD transcript, ensure an official transcript is sent directly to the school's registrar. If the official transcript is not submitted to the school's registrar, the course will not appear on the SJUSD transcript.



San José Unified School District Outside Credit Approval Criteria

- When applying for admission to any four-year university, the student will be required to submit the transcript directly from the outside institution, even if the outside course appears on the high SJUSD transcript.
- Please note that students that take a course at a community college must earn a C or better in order for it to fulfill the A-G subject requirement for UC eligibility.

Retroactive approval for already started or completed courses

- Students will not receive credit if the *San Jose Unified Outside Credit Approval Form* is not completed, signed, and submitted prior to the start of the course.

Responsibility of payment of outside courses

- Students and parents/guardians are responsible for all costs associated with off-campus courses.

Considerations when Enrolling in an Outside Courses

- When applying for admission to any four-year university, students must self-report all courses taken outside of SJUSD.
- Students have access to an *unofficial* SJUSD transcript through Infinite Campus if it is needed for outside course registration.
- An *official* SJUSD transcript may be requested through Parchment at no cost if needed for outside course registration.
- Community colleges prioritize enrollment for students who have graduated high school. Many high school students get waitlisted.
- Community colleges are very strict with their prerequisites.
- Unit limits vary by college, however 10 units is a common maximum and more than 10 units may require special approval.
- Students are responsible for attending and completing the coursework like a regular college student. College classes move fast, so it's important to be ready.
- SJUSD does not enroll students, monitor grades, or proctor in-person/online exams.
- IEPs and 504 plans do not transfer automatically. Students must self-identify and request accommodations through the college's Disability Support Programs & Services (DSPS) office.