

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

### Correspondence/Distance Learning Instruction

Students enrolled in the district high schools may receive instruction through distance learning courses provided by the University of California, or other university or college in California accredited for teacher training under the provisions of the Education Code, in subjects included within or related to the course of study of the high schools, and which for good reason cannot be taken by the student. If a student wishes to receive high school credit, they must receive prior approval of the principal and/or designee before taking a distance learning course.

Once written approval has been received and subsequently the correspondence course is completed; the student must submit a transcript showing successful completion of the course in order to receive credit. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate. The district will grant credit for correspondence instruction under the following conditions:

1. The correspondence instruction is provided by the University of California, or other accredited university or college in California, in subjects included within or related to the student's course of study;
2. The student is, for good reason, unable to take the course of study offered in the school.
2. No more than 20 semester credits of correspondence instruction are credited to a student towards graduation.

For the purpose of determining appropriate credits the following guidelines are provided:

1. 4 Unit Quarter-System College Course (UC/CSU) is equivalent to 10 semester units for high school credit.
2. 3 Unit Semester-System College Course (UC/CSU) is equivalent to 10 semester units for high school credit.

The expense/cost of any distance learning course will be the responsibility of the student and their parent/guardian. Refer to BP 6146.11 for process and pre-approval forms.

Adopted: September 24, 2008