



Course Approval Form

for Non LCUSD Courses

Important Note

The following conditions **must be met** according to LCUSD Board Policy 6146.1 for the course to be included in the official LCHS transcript and be used for any requirements including graduation.

- Prior approval is required before signing up for a non-LCUSD class
- This form is to be completed in advance and requires signatures of parent, student, counselor and administrator
- Only courses certified by UC/CSU or out of state equivalent are eligible to be included in the official LCHS transcript
- Institutions offering courses must have a current UC/CSU or equivalent certified course list which includes the course being taken
- Both online and non-online courses for transfer credit must be taken at a WASC or equivalent accredited institution
- Non-LCUSD credit approval is granted for credit recovery, acceleration, or enrichment outside the LCHS curricular offerings
- Online courses taken for acceleration must be taken at a California school
- Students are required to submit all official transcripts from other institutions directly to the colleges that they are applying

Student Name Grade ID Date

Course * Advancement Remediation
 Credit Recovery APEX

Institution Fall Spring
 Summer S1 Summer S2

* Students need to be aware that all colleges have different entrance requirements. It is the responsibility of the student/parent to ensure the correspondence course taken meets the college entrance requirements for your college choice.

Please check the UC Doorways website at www.ucop.edu/doorways and the NCAA Website at www.ncaa.org

Student Signature _____ Date _____ Parent Signature _____ Date _____

Rules for LCHS Transcript Credits

The following rules apply to the granting of credit and recording the course on the student's high school transcript:

1. Courses recorded on the transcript will be at standard level.
2. An official transcript from the school with the final grade will need to be submitted to your counselor prior to the "completed by" date on the bottom of this form to be transcribed.
3. The final exam must be administered by a certificated teacher.
4. The student will receive 5 credits per semester equivalent.
5. A maximum of 40 non-LCUSD credits may be applied to meeting graduation requirements with no more than one non-LCUSD course (up to 10 credits) taken per regular school year.
6. LCHS will not transcribe any courses that did not receive prior approval.
7. Advance Placement Courses do not earn weighted credit if taken away from LCHS

LCHS Verification & Approval

Course Completion Date **MUST** be by:

Admin Approval Yes No Administrator Signature _____ Date _____

Please return the completed form to Ms. Alisa Sarkissian Course Added to Tracking Sheet by On _____
 Course Added to Aeries Guidance by On _____