

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Instruction

6178.2 - AR

EXTERNAL COURSES

A. Purpose and Scope

To implement and provide procedures for granting credit for courses taken outside the district.

B. Regulation

- a. This External Courses policy applies to students in Grades 9-12.
- b. A maximum of 20 credits of coursework will be accepted from external institutions for students at Comprehensive High Schools and 40 credits for students at Alternative Education High Schools.
- c. These courses may be used for acceleration, advancement, or elective credit. A maximum of 10 of those 20 credits may be accepted towards courses required for a high school diploma as outlined in Board Policy 5128.1.
 - i. Four courses in English
 - ii. Two courses in mathematics
 - iii. Two courses in science, including biology and physical science
 - iv. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics.
 - v. One course in visual or performing arts, language other than English, or career technical education
 - vi. Two courses in physical education
- d. For an External Course credit to be accepted, the course must be provided by an institution that is accredited by the Western Association of Schools and Colleges (WASC) or similar regional accreditation agency.
- e. Students will have a maximum of one year to complete the External Course from the date their application was approved and signed.
- f. An application must be completed, and all signatures must be obtained two weeks before participating in an External Course.
- g. All conditions of the application must be completed and an official transcript received by the school registrar before the grade or credit will be issued.

- h. Failure on the part of the student, parents, or guardian to meet any terms of the contract may result in the forfeiture of the privilege of the program.
- i. To be accepted, external course work must be completed, assigned a letter grade (A, B, C, D, or F) and posted to the student's official External Institution transcript.
- j. Students transferring into the district shall have transferring courses count only for elective credit when such course, irrespective of title, provides instruction in religious principles or advocates the doctrine of any particular church or sect.
- k. Students transferring to the district shall not receive credit for courses taken at a school outside the district unless the prior school offers unit credits for the course work, forwards an official transcript, and is accredited by the Western Association of Schools and Colleges or by a regional accreditation agency.
- l. Criteria for assigning credit by instruction offered by community college:
 - i. PYLUSD students who are eligible for concurrent enrollment at the community college at no cost to the district and who receive approval for such enrollment from school staff will receive high school credit for such courses.
 - ii. Admission procedures: Prior to enrollment in community college courses, the student must complete and submit the appropriate form from the college to the school principal or designee for signature.
 - iii. College course credits shall be credited as follows:
 - 1. 3.33 credits for each semester unit.
 - 2. 2.5 credits for each quarter unit.
- m. Criteria for assigning credit by instruction offered by out-of-district institutions:
 - i. Concurrent instruction in an out-of-district high school
 - 1. Prior approval for external credit is required by an administrator before a student enrolls in the out-of-district school.
 - 2. PYLUSD students who are concurrently enrolled in an out-of-district high school shall not receive transferable high school credit for any course or receive a waiver for any district requirements for the completion of any such course, unless an administrator has granted a pre-approval exception.
 - 3. Acceptance of course credits and grades or waiver of subject requirement will be granted at the discretion of the Superintendent or designee, in accordance with the California Education Code.

C. Approved by:

Dr. Olivia Yaung 10-2-2024
 Assistant Superintendent Date

Dr. Alex Cherniss 10-2-2024
 Superintendent Date