



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4322

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CATEGORY: **Instruction, Extended Programs**

EFFECTIVE: 4-30-63

SUBJECT: **High School Students Concurrently
Enrolled in College/University Coursework
and High School-College/University
Partnerships**

REVISED: 6-6-07

For Implementation in 2007-08 SY

A. PURPOSE AND SCOPE

1. To outline administrative procedure governing concurrent enrollment of high school students in college/university coursework and the establishment of high school-college/university partnerships. This procedure addresses college/university coursework taken by high school students in order to earn high school credit and satisfy district graduation requirements. This procedure does not apply to college/university coursework taken independently by high school students for the purpose of earning college/university credit only.

2. **Related Procedures:**

Adult Education Programs	4400
Advanced Placement and Community College Courses	4320
Classroom Grouping Practices and Counseling Procedures	6020
Graduation from Senior High School	4770
High School Diploma Program (HSDP)	4410
Release of Directory-Type Student Information	6525
Uniform Course Names and Numbers	4100

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2200, F-2550, F-3300, F-7000, F-7100; Education Code Sections 48800-48802, 51225.3(b), 76001, 76002.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of the Deputy Superintendent.
2. The **Education Code** [§51225.3(b)] makes provision for a governing board to adopt alternative means for students to complete course requirements for a high school diploma, including credit earned at a postsecondary institution.

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3. **High School Credit for College/University Coursework**

- a. To support their schools' instructional programs, high school principals may secure Board of Education approval to offer high school graduation credit for college/university coursework taken by students at a public or private community college, college, or university **outside the regular school day or on the high school campus during the school day**. Such coursework must be in the fields and subjects included in the *Uniform Course File*. Credit may be granted if all of the following conditions are met:
- (1) Students earning **elective high school credit** for college/university coursework are regularly enrolled and in attendance for the full day at the district high school, *and*
 - (2) The institution offering the college/university coursework is accredited by the Western Association of Schools and Colleges (WASC), *and*
 - (3) Course credit earned exceeds the course requirements for graduation in a specified subject area (e.g., mathematics, science) and is used as elective credit for graduation, *and*
 - (4) The courses are UC/CSU transferable, *and*
 - (5) The Curriculum and Instruction Division has determined that the content and rigor of the course are equivalent to district course offerings, *and*
 - (6) The school site secures **prior approval** from the Interdivisional Curriculum Committee (ICC) to offer the course as a site-adopted course, *and*
 - (7) The Board of Education approves awarding district graduation elective credit for the college/university coursework **before instruction begins**.
- b. High school credit earned for college/university coursework described in this section does not earn a letter grade and will not be used when calculating a student's GPA. Such coursework will earn **elective graduation credit only**, and will be counted on a one-to-one basis (e.g., one semester of high school credit for one semester of college/university credit). The high school must obtain transcript release forms (See D.8.), signed by the parent(s)/guardian(s) or the student if over 18 years of age, **prior** to student enrollment in college/university coursework. Credits earned in this coursework should be recorded using the course number

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established for the site-adopted college/university coursework by the ICC, as follows:

- (1) Enter “P” (pass/credit) for passing grades; do not enter failing grades. Credit toward graduation is allowed for a grade of “P.”
- (2) Students may not use a passing grade earned in college/university coursework to suppress a “D” or “F” grade earned in a district school.

4. **College/University Partnerships with the District and Individual District High Schools**

- a. To support their schools’ instructional programs, high school principals (individually or collectively) may secure Board of Education approval to establish a partnership with a public or private community college, college, or university in order for their students to earn high school credit for college/university coursework and satisfy district graduation requirements. Such coursework must be in the fields and subjects included in the *Uniform Course File*. Credit may be granted if all of the following conditions are met:
 - (1) A Memorandum of Understanding (MOU) has been approved by the Board of Education (See 4.c.) between/among:
 - (a) The district and the community college, college, or university, *or*
 - (b) An individual school, the district, and the community college, college, or university.
 - (2) Students earning high school credit for college/university coursework are regularly enrolled and in attendance for at least 240 minutes per day at the district high school or 180 minutes per day at the continuation school, *and*
 - (3) The institution offering the college/university coursework is accredited by the Western Association of Schools and Colleges (WASC), *and*
 - (4) Core coursework taken at the community college, college, or university is UC/CSU transferable, *and*
 - (5) The Curriculum and Instruction Division has determined that the content and rigor of the course are equivalent to similar district course offerings [Note: Under the District-Level High School-College/University Partnership, all district high schools may use Political Science 1,2 and Math 150 college/

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university courses taught on the high school campus to meet district graduation requirements. (See C.4.b)], *and*

- (6) The district/school site secures **prior approval** from the Interdivisional Curriculum Committee (ICC) to offer the course as a site-adopted course, *and*
 - (7) The Board of Education approves awarding district graduation credit for the college/university coursework **before instruction begins**.
- b. High school credit earned for **site-adopted college/university partnership coursework** taken in Board-approved partnership programs is accepted at face value and is considered partial fulfillment of requirements for high school graduation. Grades earned in such coursework should be recorded in the same manner as grades earned in district coursework (i.e., A, B, C, D, F), using the course number established for the site-adopted college/university partnership course. Coursework taken in partnership programs may not be used for grade suppression purposes (i.e., “D/F” make-up). Transcript release forms (See D.8.), signed by the parent(s)/guardians(s), must be on file at the high school prior to student enrollment in college/university coursework.
- c. **Implementation** of College/University Partnerships with the District and Individual District High Schools

Note: Individual High School-College/University Partnerships are processed by the high school principal requesting the partnership. A District-Level High School-College/University Partnership may be processed by a group of principals or district administrators.

- (1) The Principal/District Representative completes the “High School-College/University Partnership Application” (See D.4. or D.5.) and submits it to the Assistant Superintendent for approval. The partnership application includes:
 - (a) Names of high school and college/university,
 - (b) Names, titles, and contact information of relevant high school and college/university staff,
 - (c) Rationale for establishing the partnership and expected impact that the partnership will have on student performance,

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- (d) A listing of college/university coursework that will be offered to students via the partnership and the specific district graduation requirement that will be satisfied by each college/university course,
 - (e) For each course, evidence that the course is UC/CSU transferable, assurances that required state standards will be addressed (e.g., syllabus, course outline), and a brief description of the learning environment (e.g., course taught at community college, college, or university) and instructional methods (e.g., lecture, lab, field experience) that will be used,
 - (f) A description of the responsibilities (e.g., facilities, tuition, books, staffing, transcript release forms) of all parties (i.e., district, high school, college/university) in the partnership, and
 - (g) A description of the method that will be used to evaluate the effectiveness of the partnership.
- (2) If the Assistant Superintendent supports the partnership, the Assistant Superintendent and Principal/District Representative meet with the Executive Director of Curriculum and Instruction (and relevant curriculum directors) to review the proposed coursework and seek approval.
 - (3) If approved, the Assistant Superintendent and Principal/District Representative prepare a formal Memorandum of Understanding (MOU), which includes the proposed site-adopted partnership college/university coursework, for submission to and approval by the Interdivisional Curriculum Committee (ICC). (See D.6.)
 - (4) If approved, the ICC Chairperson prepares and submits the Agenda Transmittal Form and supporting documentation (i.e., MOU, "High School-College/University Partnership Application") to the Deputy Superintendent for review, approval, and placement on the Board of Education agenda.
 - (5) Following Board of Education approval of the MOU and site-adopted partnership college/university coursework, the ICC Chairperson informs the Assistant Superintendent and Principal/District Representative of the decision.
 - (6) The Principal verifies that transcript release forms (See D.8.) for all participating students have been obtained and are on file at the high school prior to student enrollment in college/university coursework. [Note: Under District-Level High School-College/University Partnerships, the District Representative is responsible for verifying that transcript release forms (See

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D.8.) have been obtained by the participating high schools prior to student enrollment in college/university coursework.]

(7) By August 1, following each academic year of partnership activity, the Principal/District Representative submits the “Annual High School-College/University Partnership Report and Application Update” (See E.1.) to the Assistant Superintendent.

(8) (a) For High School-College/University Partnerships, the Principal retains copies of the partnership application, MOU, “Annual High School-College/University Partnership Reports and Application Updates,” and transcript release forms.

(b) For District-Level High School-College/University Partnerships, the District Representative retains copies of the partnership application, MOU, and “Annual High School-College/University Partnership Reports and Application Updates.”

[Note: Transcript release forms (See D.8.) for all participating students must be obtained and kept on file at the high school prior to student enrollment in college/university coursework.]

(9) The Assistant Superintendent retains the original documents (including partnership applications, all Memoranda of Understanding, and “Annual High School-College/University Partnership Reports and Application Updates”) and maintains a current list of approved partnerships.

(10) Changes and/or additions to the site-adopted college/university **coursework** offered through a partnership agreement must be approved by the Interdivisional Curriculum Committee (ICC) and the Board of Education prior to implementation. To accomplish this, an “Annual High School-College/University Partnership Report and Application Update” (See E.1) must be prepared and routed through the review and approval process described in Section C.4.c.

(11) Substantive changes to the responsibilities described in a partnership agreement must be submitted to and approved by the Assistant Superintendent prior to implementation via an “Addendum to the Memorandum of Understanding” (See D.7.).

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D. FORMS AND AUXILIARY REFERENCES

1. *Course of Study, K-12*, Item Number 2898 (stock item updated annually). Available on-line at studata.sandi.net/cos/.
2. *District Pilot and Site-Adopted Courses: A Supplement to the Course of Study*, Item Number 3470 (stock item updated annually). Available on-line at studata.sandi.net/cos/supp/.
3. *Uniform Course File* (Administrative Procedure 4100), available on-line at: studata.sandi.net/saa/.
4. *District-Level High School-College/University Partnership Application*, available on-line at: sandi.net/staff/circulars/0607/so1028_1a.doc
5. *High School-College/University Partnership Application*, available on-line at: sandi.net/staff/circulars/0607/so1028_1b.doc
6. *Memorandum of Understanding*, available on-line at: sandi.net/staff/circulars/0607/so1028_1c.doc
7. *Addendum to the Memorandum of Understanding*, available on-line at: sandi.net/staff/circulars/0607/so1028_1d.doc
8. *Transcript Release Form*, available on-line at: sandi.net/staff/circulars/0607/so1028_1e.doc

E. REPORTS AND RECORDS

1. *Annual High School-College/University Partnership Report and Application Update*, available on-line at: sandi.net/staff/circulars/0607/so1028_1f.doc

F. APPROVED BY



Chief of Staff

For the Superintendent of Schools