

Out of District Coursework Taken at Post-Secondary Institutions
Guidelines and Process for MVLA Students
Including Rising 9th Graders
June 2020

1. Philosophy: MVLAHSD is a student-centered organization and believes that all students should be supported and/or if appropriate, accelerated toward success. This includes partnering with local community colleges and universities to leverage community offerings. We believe this process will support both our most advanced learners as well as support critical learners toward their goals. *While this document specifically clarifies the process for rising ninth grade students, it also applies to all students enrolled in MVLA.*

2. Definition of a Rising Ninth Grader: A rising ninth grader has successfully completed his/her eighth grade course work and is registered for the fall semester in MVLA. Rising 9th graders have all of the rights, privileges and responsibilities as any other MVLA student.

3. Process for Enrollment:

- a. Students enrolled in MVLA must follow the process listed on the MVLA OUT-OF-DISTRICT COURSE PERMISSION FORM, prior to enrolling in any outside coursework.
- b. For courses not offered by MVLA, students may enroll and take the course at the Community College or post-secondary institution.
- c. For courses offered by MVLA, students are expected to take the course at their home school rather than at the Community College or post-secondary institution.
- d. The Community College District requires administration to approve all concurrent permission forms for enrolled students. The principal of the school will continue to have discretion to assess each individual situation and approve concurrent Community College enrollment based upon student need.
- e. Registration steps:
 - i. Student submits the MVLA OUT-OF-DISTRICT COURSE PERMISSION FORM to the principal or designee.
 - ii. Student creates an account with the institution to submit an automated request, or submits Concurrent Enrollment form to request a course
 - *If a student submits an automated request, the principal or designee must be added as approver.*
 - iii. Requests will be reviewed and responded to within 3-4 business days.
 - iv. Administrator confers with the respective counselor about the request.
 - v. Administrator approves or denies the request.
 - vi. Student completes the institution's process for adding the approved course (*varies across institutions*)

4. Process for Receiving Credit & Transcripts:

- a. Upon completion of the course, the student is responsible for providing an official transcript to the high school registrar.
- b. A separate entry reflecting the name of the outside institution, course, grade, and credits will be posted to the MVLA transcript.

5. Restrictions:

- a. 40 high school credits maximum from outside institutions will be counted toward meeting graduation requirements. If this limit is exceeded, credits will be posted on the transcript, but will not be included in the total credit count or GPA calculation.
- b. If a request is denied by the principal, the student may submit a written appeal to the Division of Educational Services at the district office.

6. Communication: Information will be posted under the Policies and Procedures section of the MVLA Division of Educational Services web page, the high school counseling web pages, and shared with site administration and counseling departments.