



The Grove School

Off Campus Course Permission Request

- This form is required by any student that is taking classes outside off Grove and wished to have those credits displayed on their Grove transcript. This form does NOT need to be completed by students enrolling into the RUSD credit recovery summer school or Crafton Hills Concurrent Enrollment.
- Approval is required before Grove high school credit will be granted. Don't register for a class until you have received approval.
- Courses must be UC approved. <https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>
- All grades will be posted to the student's transcript upon completion of the course.
- All costs associated with alternative credits, including, but not limited to, course fees, mailing, faxing, and copying are the responsibility of the student electing to take the class.

Student Name _____ Grade _____

Alternative Credit Purpose:

Remedial (repeat course previously failed) Required class for college admission
 Acceleration Enrichment
 Impacted schedule

Course Provider:

Course name: _____
 Course #/section#: _____
 Semester 1 Semester 2

My signature below verifies that I have read and will follow the directives specified in the board policy on the reverse side of this form. I understand that it is my responsibility to have the college/online school send a transcript to my high school. I also understand that my high school graduation status may be contingent upon receipt of the official documentation from the college/online school.

Student signature _____ Date _____

Parent signature _____ Date _____

Office Use Only

Approved Denied Reason for denial: _____



The Grove School Off Campus Course Policy

Restrictions and Rules

Grove will only count 20 credits from outside of Grove towards graduation during the 4 years and only 10 credits in any given year and any given subject area (10 credits = 1 year of class).

The following courses cannot be taken off campus:

- Courses required for graduation and courses that are offered at Grove cannot be taken off campus. Those courses are:
 - Four years of English, three years of math including Algebra 1, Human Geography, World History, US History, American Government & Economics, three years of science including biology, two years of Spanish, one year of visual/performing arts

The only exceptions to this are:

- Students in need of credit recovery.
- Health and Physical Education credits.
- Exception with the approval from the principal and school board may be made for students transferring into Grove in 11th and 12th grade.
- Students who are enrolled at Grove and leave to study at a school in another country for the maximum of one year.
- Students with a scheduling conflict that prevents them from taking a specific class may be approved for taking off campus courses.
- Weighted grades will only be awarded for Honors, AP, or college-level courses. Those courses need to be UC approved. College level courses need to be UC/CSU transferable in order to receive a weighted grade on the Grove transcript.

The following conditions must be met for coursework from outside of Grove to be accepted for Grove high school graduation credit:

1. Credit must come from a WASC accredited institution. Courses need to be UC approved.
2. Off Campus Course Permission Request must be submitted 30 days before the course starts.
3. The course outside of Grove may be included as one of the regular six classes; however, all students must take at least five credit bearing classes on the high school campus.
4. After successful completion of the course, it is the responsibility of the student to have the other school program submit the necessary transcript documentation to Grove's school counselor.
5. The grade received in the course outside of Grove must be included in the high school G.P.A. calculation. This includes grades "F" or "WF".