



Turning Knowledge  
into Life

**Guajome Park Academy**  
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"A California Public Charter School"  
California Distinguished School

## GPA OFF CAMPUS COURSE APPROVAL FORM

Out of District & College/University Courses

Student must complete this form and receive approval PRIOR to enrolling in ANY off campus course.

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Institution where taking course \_\_\_\_\_

Institution's Address \_\_\_\_\_ Phone # \_\_\_\_\_

Term class to be taken: FALL/\_\_\_\_ SPRING/\_\_\_\_ SUMMER/\_\_\_\_ Is the school WASC accredited? YES NO  
Year Year Year (If NO, this course will NOT count for high school credit)

Note: You must attach a course description from the school's course catalog. If UC/CSU approved you must attach their A-G certified course list. Approval must be obtained before enrolling in the class to receive high school credit. A separate worksheet must be filled out for each course. All costs incurred in taking courses off campus will be the responsibility of the student and/or parent.

Name of Course \_\_\_\_\_ Course # \_\_\_\_\_ Units \_\_\_\_\_

Is this a high school course \_\_\_\_\_ OR college course? \_\_\_\_\_

If a college course, high school credit will be awarded as follows:

- College remediation credits are transferred as: 1 college unit = no high school credit; 2 or 3 college units = 5 high school credits; 4 or 5 college units = 10 high school credits;
- College level courses are transferred as 1 college unit = 3.3 high school credits (maximum 10 high school credits per course). College physical education 1.5 or 2 PE units = 5 high school credit.
- All courses are transferred as unweighted classes and will affect student's g.p.a. and/or class rank.

Reason for taking this course: REMEDIATION / ACCELERATION / OTHER \_\_\_\_\_

Is this course UC/CSU approved indicated by the high school A-G certified course list? YES NO

You can look up the course that is UC/CSU approved online at:

[http://www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/freshman/subject\\_reqs.html](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html)

Will the institution mail an official transcript to GPA? YES NO

(You must request an official transcript be sent to the GPA registrar for credit to be issued on the high school transcript.)

Have you taken any other classes off campus for high school credit? YES NO

If yes, please list course and number of high school credits earned: \_\_\_\_\_

(For school use only)

Off-campus course request is: Approved Denied Date Reviewed: \_\_\_\_\_

If approved, # of credits that will be awarded: \_\_\_\_\_

Approved / Denied by: \_\_\_\_\_  
School Official (Counselor) – Please Print Name Signature

Approved / Denied by: \_\_\_\_\_  
School Official (Administrator/Designee) – Please Print Name Signature

Comments: \_\_\_\_\_