



Instructional Services Division  
Secondary Education  
September 1, 2015

CVUSD Online /Correspondence Course Guidelines

*The Board of Education strongly recommends that parents/guardians and students seek guidance from counselors and/or administrative staff prior to enrolling in correspondence and online courses.*

CVUSD Board Policies – 6146.1 and 6146.11

- Parents/guardians are responsible for determining the accreditation status of online learning/correspondence courses taken separate from CVUSD
- Only accredited courses taken from accredited institutions can be applied towards CVUSD graduation requirements.
- To be accepted by the CVUSD these courses must be from an accredited university, college, or University of California approved online provider. To check on the accreditation status the WASC website can be accessed here: <http://www.acswasc.org>
- The actual course(s) **must also** be approved by the accredited university, college or University of California approved online provider
- If your student is college-bound, it is necessary for them to meet the University of California and California State University “A-G” requirements. You can access the “A-G” database here: <http://www.ucop.edu/agguide/>
- A student can earn up to a total of 40 high school credits towards CVUSD graduation requirements through online learning/correspondence courses **while enrolled full-time at a CVUSD comprehensive high school**
- Letter grades are to be recorded at the level (AP, Honors, CP, Standard) of the course that is taken
- NCAA eligibility should be investigated in advance of courses being taken if applicable: <https://web3.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool>
- Credits granted by WASC and WASC affiliates namely: (Middle States Association, New England Association, Central Association, Southern Association, Northwest Accreditation Commission (NWAC)) **will be** accepted for full value by secondary schools in the CVUSD
- Courses taken from schools not accredited by any association **WILL NOT** be accepted for graduation credit by the secondary schools in the CVUSD

Maximum Student Course Load (Regular School Year/Per Semester)

- Normal semester student course load – 30 credits; With the approval of the principal or their designee – Maximum 45 credits per semester
  - Please note that online learning/correspondence courses are taken on a semester by semester basis. Prerequisite course completion must be verified prior to the start of the next course in the sequence (if the course is part of a sequence of courses). All prerequisite course completion dates and grade requirements must be consistent with: CVUSD and school policy relating to course guidelines and CVUSD graduation requirements

Maximum Student Course Load (Summer School)

- Students may take courses equivalent to 15 total high school credits that will apply to CVUSD graduation requirements in summer session

**NOTE: If students do not complete the intended class, the school will make every effort to accommodate the proper schedule adjustment based upon space availability.**