

Credit for High School Courses Taken Outside of Baltimore County Public Schools

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I. Introduction

The purpose of the credit for high school courses taken outside of Baltimore County Public Schools (BCPS) is to establish and maintain consistency among all secondary schools, centers, and programs to ensure rigor and alignment of courses taken for high school credit outside of Baltimore County Public Schools. Courses must be approved prior to being taken and must be reviewed by BCPS' curricular offices for Maryland Curriculum match, Core Learning Goals, and BCPS' standards of rigor. No HSA bearing courses may be taken for credit outside of the Baltimore County Public Schools.

II. Process:

- A. The currently enrolled student and his/her parent/guardian must meet with his or her school counselor to discuss the reasons for requesting to take a course outside of Baltimore County Public Schools for credit. The formal process to receive approval for courses taken for credit outside of the Baltimore County Public Schools begins with the completion of Part 1 of the *Request for Course Taken Outside of BCPS for High School Credit, PS 205, F1* by the student and his/her parent/guardian (See *Approval Process for Courses Taken Outside of BCPS for Credit, PS 205, R1*). A copy of the course syllabus and information regarding whether or not a comprehensive final exam is given in the class for the non-BCPS course must accompany the form. The student and parent/guardian must sign the *Courses Taken Outside of BCPS for High School Original Credit Agreement* form, PS 205, F2.
- B. Once Part I of the *Request for Course Taken Outside of BCPS for High School Credit, PS 205, F1*, the course syllabus and information, and the *Courses Taken Outside of BCPS for High School Credit Agreement, PS 205, F2* forms are complete, they are to be returned to the school counselor. The school counselor reviews the request and the accompanying documentation and sends it to the principal and the appropriate curricular department chair for approval. Upon approval from the principal and department chair, the *Request for Course Taken Outside of BCPS for*

- High School Credit*, PS 205, F1 will be sent by the school counselor to the appropriate curricular office for review. Upon review of the request and the accompanying materials, the curricular office will complete Part II of the *Request for Course Taken Outside of BCPS for Credit*, PS 205, F1 and return it to the school counselor.
- C. Upon receipt of the *Request for Course Taken Outside of BCPS for High School Credit*, PS 205, F1 from the curricular office, the school counselor will meet with the student and parent to review the decision and will advise the student and parent as to the next steps. If approval for the course is granted, the student and his or her parent/guardian will be responsible for delivering a copy of the final grade for the course to the counselor who will verify the completion of the course. The counselor will complete Part III of the *Request for Course Taken Outside of BCPS for High School Credit*, PS 205, F1 and record the course and grade for the transcript. Copies of all fully completed forms and a copy of the final course grade should be made for the student and his or her parent/guardian and signed originals should be kept in the student's record.

Approved 03/2010