

Approval Process for Courses Taken Outside of BCPS for Credit

- **Prior approval must be granted for the awarding of any credit course taken outside of Baltimore County Public Schools by currently enrolled BCPS students.**
- **Approval will not be given for HSA-bearing courses.**

Algebra I-Algebra/Data Analysis Biology	American Government English 10
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Procedure

Prior to taking a course, the middle or high school student/parent makes a request for approval for credit for a course taken outside of Baltimore County Public Schools, (e.g., college courses, online courses outside of Baltimore County Public Schools, other school system/institution/program courses).

- Middle/High School Counselor**
- Consult with school department chairs.
 - Assist student/parent to complete Part I of the *Request for Courses Taken Outside of BCPS for High School Original Credit* form.
 - Give the student/parent a copy of the *Courses Taken Outside of BCPS for High School Credit Agreement* form and have it returned, signed by the student and parent.
 - Inform student/parent of need for syllabus.
 - Secure signature from appropriate curricular department chair on request form.
 - Secure signature of principal on request form.
 - Send request form and syllabus to appropriate curricular office (Central office).

Student

Must provide syllabus from provider. Syllabus must be detailed and include information on whether or not a comprehensive final exam is given in the class. The syllabus must be attached to the request form.

Denies-Sends request form back to appropriate counselor with the reason(s) for denial.

- Curricular Office**
- Reviews the syllabus. Checks for Maryland content standards, state curriculum, and BCPS' curriculum matches.
 - Reviews the request; approves or denies the request.
 - Sends completed request back to counselor.

- Approves**
- Assigns an equivalent BCPS' course, credit, and level (name and number).
 - Signs the request form and returns it to appropriate counselor.

Counselor

Receives approval/denial on the request form from the curricular office; notifies the student/parent.

Student

Approval: Takes the course and gives a copy of the final grade to the appropriate counselor.

Student/Parent

Denial: Consults with the counselor about options.

- Counselor**
- Verifies course completion and grade.
 - Completes course history and transcript.
 - Places completed request form in student file.