



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Credit for Concurrent Enrollment in High School and Community College

**NUMBER:** BUL-1040.4

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Division of Instruction  
  
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**ROUTING**

Local District Superintendents  
Administrators of Instruction  
Community of School Administrators  
Directors  
Operations Administrators  
Counseling Coordinators  
Secondary Principals  
Secondary Assistant Principals  
College Counselors  
Counselors

**DATE:** October 23, 2019

**POLICY:** This Bulletin provides direction for school personnel to advise students appropriately regarding equivalent college course work, to accurately record credit, and to properly work with the community college to arrange courses open to high school students taught on the high school campuses.

This policy of granting credit for community college courses taken by high school students concurrently enrolled in community college became effective with the class of students that were scheduled to graduate in 2013.

**MAJOR CHANGES:** This Bulletin replaces BUL-1040.3, of the same subject, dated April 19, 2016. This revised bulletin provides updated information about community college courses that align to Los Angeles Unified School District (L.A. Unified) courses and allow students to earn high school credit.

The policy for accepting college courses for credit has changed. All courses that are equivalent to an L.A. Unified approved course may be included in the transcript.

The process for scheduling students into college courses has changed. The course codes have been updated to identify that a course was taken at a college. Please see Section IV, Procedures, for details.

Attachment A provides guidance on enrolling students into college courses and provides links to MiSiS job aids that explain scheduling and documenting college courses to the MiSiS transcript.

The list of approved course codes and equivalencies has been moved to the Division of Instruction Academic and Counseling Services Website.



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**GUIDELINES:** The following guidelines apply:

## **I. INTRODUCTION**

The primary goal of L.A. Unified is the academic preparation of students. The California Community Colleges offer educational programs designed for transfer to a four-year college program, Associate of Arts degree preparation, certificate preparation, and vocational training.

The L.A. Unified Board of Education and particular community colleges have agreed on a matrix of community college courses that are aligned to the California State Standards of High School Courses. These courses may meet graduation requirements, add an enriched curriculum, and offer additional options for high school students who are pursuing a high school diploma, career preparation, and a successful transition to college.

## **II. PURPOSE**

The purpose of this agreement between L.A. Unified and the community colleges is to expand concurrent enrollment opportunities for high school students so that senior high schools are able to:

- A. Promote the enrollment of students in graduation equivalency courses offered by the community college according to the educational needs of the students.
- B. When applicable, accept credit earned at the community college level toward meeting graduation requirements as set by L.A. Unified.
- C. Provide additional educational experiences for students.

In addition, the community college will grant college credit for these courses to students who meet the standards set by the Community College Board of Trustees of the community college and as allowable under the State of California Education Code.

## **III. GUIDELINES**

In accordance with Section 48800 of the Education Code, secondary schools will grant credit for college course work if:

- the college level course meets the content standards of the high school course
- the high school Principal or designee grants permission for the student to earn high school credit for the course taken at the community college.



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A Memorandum of Understanding (MOU) signed by the designees from the community college district and L.A. Unified delineates the responsibilities of each institution, compliant with Section 48800 of the Education Code.

The following items outline some of the main focal points from the MOU:

- A. The L.A. Unified Board of Education may determine which pupils would benefit from advanced scholastic or vocational work to provide educational enrichment opportunities for a limited number of eligible pupils.
- B. If the community college course is offered on the high school campus, it must be held beyond the school day, either before or after school or on Saturdays. It must be open to the general public and people enrolled in the course must have access to the classroom.

For all courses, there must be adequate supervision, communication, and safety protocols. The instructor must be able to contact the administrator on the school site in case of an emergency.

- C. The community college district may restrict admission or enrollment of special part-time or full-time concurrently enrolled high school students during any session based on specified criteria, such as age, completion of a specified grade level, or demonstrated eligibility for instruction using assessment methods and procedures.
- D. The Principal may only recommend a pupil for community college summer session if that pupil meets all the following criteria (EC § 48800 (d)).
  - 1. Demonstrates on track preparation in the discipline to be studied.
  - 2. Exhausts all opportunities to enroll in an equivalent course at his or her school of attendance.
- E. For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation (EC § 48800(2)).

#### **IV. PROCEDURES**

- A. Credit toward high school graduation for successful completion of courses taken at a community college may be granted to a student enrolled in a senior high school under the following conditions:



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1. The student must obtain approval from the counselor or administrative designee before enrolling in college classes. The student must have a concurrent enrollment form signed by their counselor.

On the form, the counselor will indicate whether the course will receive:

- high school credit along with college credit or
- college credit only

2. For high school credit, the course must be listed on, or equivalent to, a course on the Course Articulation Agreement (see <https://achieve.lausd.net/Page/16179>)

3. Prior to enrollment, the student must complete the application and submit the concurrent enrollment form to the appropriate college office indicating that he or she is seeking high school credit in addition to college credit.

- B. Courses that have been pre-approved for high school credit (equivalent or non-equivalent), must be added to the MiSiS transcript upon receipt of an official transcript from the community college.

1. MiSiS Transcript entry must include the course title, number of equivalent high school credits, and the course grade.
2. The awarding of college credits is dependent upon the community college.

### V. LIMITATIONS

- A. Elementary and middle school students who enroll in college courses will not receive academic marks or numerical credit for high school graduation. The college courses will not be posted on the high school transcript and will not be included in the student's high school grade point average (GPA).
- B. Middle school students who take equivalent LOTE or math college courses may be eligible to fulfill the "a-g" graduation requirements, but will not receive numerical credit.

### VI. OVERVIEW OF ATTACHMENT A

Attachment A provides guidance on enrolling students into college courses and provides links to MiSiS job aids that explain scheduling and documenting college courses to the MiSiS transcript.



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### VII. CONCURRENT ENROLLMENT PROCESS AND MiSiS JOB AID

If the college class is worth 5 high school credits, students only need to be scheduled into one course (i.e. Health).

If the college class is worth 10 high school credits, students must be scheduled into the A and B sections of the course during the same semester in which they are enrolled (i.e. Biology AB).

See MiSiS job aid for detailed information on scheduling students into college courses. Refer to the following link: <https://achieve.lausd.net/misisjobaids>.

### VIII. EQUIVALENT COURSES AND NON-EQUIVALENT COURSES MAY BE USED TO SATISFY THE COLLEGE/CAREER INDICATOR ON THE CALIFORNIA SCHOOL DASHBOARD.

#### Definitions:

##### Equivalent

- Courses that have been reviewed by L.A. Unified and are equivalent to an approved L.A. Unified course.
- Courses will post to the MiSiS high school transcript.
- Student will receive an academic mark and numerical credit.

##### Non-Equivalent

- Courses that have not been reviewed by L.A. Unified or do not have an L.A. unified course equivalent.
- Courses taken for enrichment.
- Courses will post to the MiSiS high school transcript and will receive numerical credit.
- Courses will not be included in the L.A. Unified GPA.

#### California School Dashboard

The California Board of Education has revised how school performance is evaluated using the California School Dashboard. The Dashboard consists of multiple indicators (College/Career, Academic, English Learner Progress, and Chronic Absenteeism) that contribute to a quality education. The College/Career Indicator (CCI) includes enrollment and completion of college courses with an academic mark of “C” or better. Students must be programmed using course codes ending with the letter C (i.e. 230107C/08C) and receive a final grade for it to be counted for the CCI.



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<b>Data Type</b>	<b>Data Extraction Date</b>
Fall Course Enrollment into college courses (C course codes)	December 15
Course Enrollment (Fall and Spring) and final academic marks	July 31
<b>All data must be entered prior to these reporting periods.</b>	

**IX. EQUIVALENT CONCURRENT ENROLLMENT COURSES FOR GRADUATION REQUIREMENTS**

If the college course is taken as an L.A. Unified equivalent course, use the six-digit district course number ending in a C (i.e.230107C/08C). Please refer to the Division of Instruction page <https://achieve.lausd.net/Page/16179> for a list of course numbers.

See MiSiS job aid for detailed information on scheduling students into college courses. Refer to the following link: <https://achieve.lausd.net/misisjobaids>.

**X. NON-EQUIVALENT / ENRICHMENT CONCURRENT ENROLLMENT COURSES**

Non-Equivalent/Enrichment college courses should use the generic district course numbers listed below.

<b>Course Number</b>	<b>Course Title</b>
151001	OTHER NON EQUIV COL
152301	ENGLISH NON EQUIV COL
152601	LOTE NON EQUIV COL
153101	MATH NON EQUIV COL
153201	VAPA NON EQUIV COL
153601	SCIENCE NON EQUIV COL
153701	HIST/SOC SCI NON EQUIV COL

These courses will post to their high school transcript and will receive numerical credit. These courses will not be included in the L.A. Unified GPA.



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**AUTHORITY:** This is a Los Angeles Unified School District policy that is in alignment with the California Education Code Section 48800.

**ASSISTANCE:** For assistance or further information, contact your Local District K-12 Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0126
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

Additionally, you may call Division of Instruction, Academic and Counseling Services at (213) 241-7510.



## CONCURRENT ENROLLMENT

Each high school shall establish a procedure for students to follow regarding obtaining permission to take a course at a community college to ensure consistency among school personnel and fairness to all students. The Assistant Principal Secondary Counseling Services, or designee, will ensure that the procedure is communicated to all students and staff.

### **Concurrent Enrollment Form:**

Colleges have a Concurrent Enrollment Form that must be signed by the high school counselor giving permission for the student to enroll in a college course. When the counselor approves the college course for the student, note on the form:

- If the course will meet a graduation requirement, write the requirement that will be met.
- If the course is taken for enrichment only, write “enrichment course.”
- If the course is a non-equivalent course, write “Elective Credit Only, will not impact L.A. Unified GPA.”
- Write the number of high school credits the student will earn by taking the college course. (Refer to <https://achieve.lausd.net/Page/16179>).
- If the course will receive an augmented point, write “augmented point.” L.A. Unified augmentation-0.025 points are added to the calculated GPA for each AP course and each eligible Honors course, where a grade of “D” or better is received.

Make three copies of the Concurrent Enrollment Form. The student receives the original to take to the college for enrollment purposes. The student receives one copy, the counselor keeps one copy for the student’s school records, and the APSCS or designee keeps one copy to collate with the college transcript in order to enter the course correctly into MiSiS and on the paper cumulative record.

### **Master Scheduling:**

See MiSiS job aid for detailed information on scheduling students into college courses. Refer to the following link: <https://achieve.lausd.net/misisjobaids>.

### **Manually Adding College Courses to the Transcript:**

See MiSiS job aid for detailed information on scheduling students into college courses. Refer to the following link: <https://achieve.lausd.net/misisjobaids>.

See <https://achieve.lausd.net/Page/16179> for course numbers.