

## **GUIDELINES FOR COURSEWORK OUTSIDE MMSD**

A. Taking outside courses (other than Youth Options) if a student wishes to receive credit toward graduation.

1. The course must be pre-approved by the principal.
2. The course may only be an elective.
3. A student may only receive elective credit toward graduation provided the District does not offer a comparable course, if a student receives credit it will be reflected as pass/fail.
4. Elective credits toward graduation shall be granted in the following manner:
  - No more than 1 elective credit per year.
  - No more than 1 elective credit in the same subject.
  - more than 2 elective credits may be applied to the total graduation requirement.
5. The student's transcript shall only include a description of the course, the institution, if any, the date the course was completed, the credit, if any, and the pass/fail grade.
6. No grades will be included as part of a student's GPA.
7. All costs related to taking the course shall be the responsibility of the guardian of the student or student.

B. Taking outside courses if a student does not wish to receive credit.

1. The course must be pre-approved by the principal.
  - The course may only be an elective.
3. The student's transcript may only include a description of the course, the institution, if any, the date the course was completed, and the pass/fail grade unless the student or his/her parent/guardian request that the student's grade appear on the transcript in which case the student's grade will appear on the transcript.
4. No grades shall be included as part of a student's GPA.
5. All costs related to taking the course shall be the responsibility of the parent of the student or student.