

**NON-EASTERN REGIONAL  
COURSE APPROVAL FORM**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_

Phone Number: \_\_\_\_\_ Counselor: \_\_\_\_\_

Educational Provider: \_\_\_\_\_

Course Title: \_\_\_\_\_

Number Credits: \_\_\_\_\_ Hours: \_\_\_\_\_

Reason course will be taken (check one):

- |                    |  |
|--------------------|--|
| 1) Advanced Credit | 2) Enrichment Credit                     |
| 3) Remedial Credit | 4) Non-Eastern Course During School Year |

**CHECKLIST FOR STUDENT:**

Required attachments with request **due by April 11, 2025**

Attached Parent/Guardian Request Date: \_\_\_\_\_

Attached Specific Instructional Objectives/Course of Syllabus

Return to Guidance Counselor

**Signatures for Approval Required:**

Departmental Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## **All courses taken outside of Eastern must receive prior approval in order to receive credit**

**Advanced Credit:** Courses for high school credit taken during the summer.

High school credit will be awarded for courses taken under the following conditions:

- (1)The Principal or his/her designee must approve all courses.
- (2)All courses must be approved prior to registration.
- (3)The institution must be accredited.
- (4)The course must be at a high school level or above.
- (5)The learning must be guided and must have an evaluation component (tests and/or projects).
- (6)All courses will be evaluated based on Eastern curriculum and/or New Jersey Student Learning Standards.
- (7)To obtain credit for any course, the student must submit a transcript or report card summary from the institution.
- (8)All grades will be recorded numerically on a student's transcript.
- (9)Courses will not count in the student's GPA or class rank.
- (10)Students may not enroll prior to May 1.
- (11)Credits that determine grade level promotion must be submitted by August 15.
- (12)All students can earn a maximum of 5 credits via an online course per summer.
- (13)The school will not be held responsible for payment nor will they have to provide a mentor, a site administrator, or any instructors for any reason.
- (14)It is the student's responsibility to notify any provider of NCAA obligations and to determine the course's eligibility for Clearinghouse. For certain online providers, potential NCAA athletes will be required to test the midterm and final in school, by appointment.

**Know your summer obligations before signing up! Camps, trips, work, and other excuses will not be accepted as reason for an extension to the deadline!**

**Remedial Credit:** A remedial course is a course taken to remediate a previous failing grade. Completion of a course to remediate a subject failure will receive credit and value independent from the original. Both the original and remediated course will appear on the transcript, as well as calculated into the GPA. The remedial course grade does NOT replace the original grade. If an academic level is not indicated for the remediated course, the course will be deemed as "CP" level and calculated as such.

**Enrichment Credit:** An enrichment course is a course previously passed which may be retaken in an attempt to improve the grade and enhance GPA. Both courses will be reflected on the transcript and calculated into the GPA. The enrichment course grade does NOT replace the original grade. Students will not receive duplicate credit for courses previously passed. Enrichment courses will count towards the 40-credit per school year cap or as the 5-credit "Advanced Credit" during the summer. If an academic level is not indicated for the enrichment course, the course will be deemed as "CP" level and calculated as such. All enrichment courses must be approved prior to enrollment.

**Non-Eastern Course During School Year:** The district allows for students to seek and enroll in courses outside of the high school. The course must be approved prior to enrollment. Courses outside of Eastern are at the expense of the student. All credit requirements still apply. Students seeking exemptions from courses during the academic school year via online options will be scheduled for a full study hall in lieu of the required course (unless enrolled in an approved Option 2 abbreviated-schedule). Partial study halls for AP science labs do not fulfill this requirement. A numerical grade for the online course will be reflected on the student's transcript and credits will be awarded. Any online courses taken during the academic school year will not count towards GPA.