



**Neuqua Valley Guidance Department
Outside Coursework Pre-approval Form
Summer School, Correspondence, and Online**

Approval _____
Check # _____

Student Name: _____ Student ID# _____

Courses to be taken: _____

Rationale for class: _____

Outside coursework provider: _____

Academic Term: _____ Date: _____ Class of 20 _____

- Students should discuss all outside coursework with their counselor to ensure it meets their educational needs and interests.
- **The student's counselor and the Director of Guidance must pre-approve all outside coursework including COD summer school.** Any coursework not pre-approved will not be placed on the D204 transcript.
- Students are limited to 2.0 credits of outside coursework; any course work taken beyond the 2.0 credits will not be reported on our transcript or used to meet graduation requirements. Credits from College of DuPage are excluded from the 2.0 limit.
- Beginning Summer 2014, courses taken outside the district will be posted to the transcript as a letter grade and count towards the student's Grade Point Average (GPA). Outside courses are ineligible for weighted credit.
- Outside coursework will not be considered for grade replacement.
- Courses taken through outside providers are not on IPSD 204's NCAA list of approved courses.
- Students are responsible for following deadlines set forth for course completion. Coursework for seniors must be completed by May 1st and transcripts must be received in order to participate in the graduation ceremony.

I understand and agree to the above guidelines.

Student Signature

Date

Parent Signature

Date

Counselor Signature

Date

Recommended Not recommended

Director of Guidance Approval

Date