

**Ramapo Indian Hills Regional High School District**  
**New Course Work for Credit Application Approval Form for Summer Term**

*Please refer to the Program of Studies for additional information – Applications are due by the first Friday in June.*

Prior administrative approval by the Department Supervisor, Building Principal, Director of Curriculum and Instruction, and Director of Student Personnel Services must be obtained before enrolling in any "New Course Work for Credit" program.

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Select One:    On Campus Course         Online Course

Name of Course: \_\_\_\_\_ # of credits: \_\_\_\_\_

Name of Provider / Location: \_\_\_\_\_

**School / Course Information:** A copy of the course description, syllabus and/or curriculum, and course hours (seat time) must be attached with this application for approval. Not including this information will result in an incomplete application and will delay the approval process.

**Criteria for Course Credit:** The student must attend and successfully complete the appropriate program requirements in order to receive credit. Credit will be awarded upon verification of attendance and a passing grade indicated by an official transcript from the accredited school/college/university.

**Please Note:** Parents are responsible for the safety, insurance, and conduct of the student while traveling off campus to attend class. Students are covered by the parents' insurance at the school / college / university and while in transit.

New Work For Credit	Grade/Credit	Description
<b>On-Campus or Online Course</b>	Letter grade awarded. Credits count toward graduation requirements. Grade will not be included in GPA.	Students may enroll in an accredited high school-level, or college, technical or business courses for both college and high school credit in <b><i>courses not offered</i></b> at the high school <b><i>with the exception of Financial Literacy</i></b> . All fees for high school courses or college credits and any necessary transportation arrangements are the responsibility of the student and his/her family. Students may earn a maximum of 5 high school credits (One 5-credit course or two 2.5-credit courses) during a summer term, only.

**Personal Information** – See your guidance counselor for the following information and signature:

\_\_\_\_\_ Present GPA

\_\_\_\_\_ Number of absences this year

\_\_\_\_\_ Credits earned

\_\_\_\_\_ Number of tardies this year

\_\_\_\_\_ Has met NJ High School Graduation Assessment Requirements in ELA **and** Math (Y/N)

\_\_\_\_\_ Is the proposed course part of a Pathway (Y/N)? If so, which one? \_\_\_\_\_

Guidance Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that my son/daughter is applying for New Course Work for Credit during the summer term.*

Subject Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Central Office Use, Only

Director of Curriculum and Instruction: \_\_\_\_\_

Director of Student Personnel Services: \_\_\_\_\_

Approved     Denied    Approx. # of Hours: \_\_\_\_\_ # of Credits: \_\_\_\_\_