

EXTERNAL (NON-TGS) COURSE REQUEST FORM

Students at The Gregory School must take each REQUIRED course at The Gregory School. Exceptions may be made for approved courses taken for acceleration. Students may also retake courses which they did not pass at The Gregory School for credit recovery upon approval by the administrative team.

The following policies pertain to courses that students take outside of The Gregory School while they are Gregory School upper school students.

External courses must be **pre-approved by the administrative team**. If necessary, the administrator will request a course description listing topics covered, texts used, and a grading scale for the course.

EXTERNAL COURSES FOR CREDIT RECOVERY	EXTERNAL COURSES FOR PREREQUISITE ACCELERATION	EXTERNAL COURSES FOR ELECTIVE CREDIT
<p>If a course is approved at another institution for credit recovery (i.e., the student did not earn credit in the course taken at The Gregory School), the student's grade for that approved course is accepted by The Gregory School. The student receives credit for the external course. The student must provide official documentation of the final grade in the course. The course and grade are not added to the TGS transcript. The separately earned transcript will be kept on file as part of the student's full transcript record. Proof of successful course completion must be provided to the Registrar prior to enrollment in the next level course.</p>	<p>If a course that is a prerequisite for another The Gregory School course is approved and taken at another institution for acceleration, the student may be required to take The Gregory School exam for that course at the department's discretion. If so, a passing score must be earned on the exam for the student to receive credit for the course. The student must provide official documentation of the final grade in the course. The course and grade are not added to the TGS transcript. The separately earned transcript will be kept on file as part of the student's full transcript record. Proof of successful course completion must be provided to the Registrar prior to enrollment in the next level course.</p> <p>If a course that is not a prerequisite for another The Gregory School course is approved and taken at another institution for acceleration, the student receives credit for the course. The student must provide official documentation of the final grade in the course. The course and grade are not added to the TGS transcript. The separately earned transcript will be kept on file as part of the student's full transcript record.</p>	<p>If a course that is a prerequisite for another The Gregory School course is approved and taken at another institution for acceleration, the student may be required to take The Gregory School exam for that course at the department's discretion. If so, a passing score must be earned on the exam for the student to receive credit for the course. The student must provide official documentation of the final grade in the course. The course and grade are not added to the TGS transcript. The separately earned transcript will be kept on file as part of the student's full transcript record. Proof of successful course completion must be provided to the Registrar prior to enrollment in the next level course.</p> <p>If a course that is not a prerequisite for another The Gregory School course is approved and taken at another institution for acceleration, the student receives credit for the course. The student must provide official documentation of the final grade in the course. The course and grade are not added to the TGS transcript. The separately earned transcript will be kept on file as part of the student's full transcript record.</p>

Please fill out the information below and return this form with required signatures to the Registrar.

Student Name _____

External Course _____

Institution _____

Offering Course _____

If replacing a Gregory School course, which one? _____

REASON FOR TAKING EXTERNAL COURSE:

- Credit Recovery
- Prerequisite Acceleration
- Personal Enrichment
- Independent Study

(Ind. Study Proposal must also be submitted.)

We have selected the category of our request, understand the requirements necessary to complete this agreement, and will comply with The Gregory School's policies and deadlines for the external (non-TGS) course.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

To be completed by Administration. Registrar will communicate administrative decisions to the parent/guardian and student.

The Gregory School final exam required by Department YES NO _____

Date external course should be completed _____

Administrator Approval Signature _____

Date _____