

SETON OUTSIDE-COURSE APPROVAL PROCESS

1. The applicant contacts the Guidance Department to acquire a Seton Outside-Course Application Form.
 2. The applicant fills out the application form and delivers the form to the relevant academic department head.
 3. The applicant must get the approval of the relevant academic department head and receive official notification from the Guidance Department.
 - a. If the proposed course will take the place of a required Seton course, the relevant academic department head reviews the application form and determines if the proposed course meets the requirements of the course to be replaced then approves, rejects or modifies the application in writing on the form and informs the applicant when to pick up the form.
 - b. If the proposed course will not take the place of a required Seton course, the relevant academic department head approves, rejects or modifies the application in writing on the form and informs the applicant when to pick up the form.
 4. The applicant then delivers the application form containing the decision to the Guidance Department.
- * Note:** If the application is submitted after May 15 and before the school year begins, the applicant must follow the above process via email to obtain the approval needed (approval emails can be attached to the application in lieu of a signature).
5. The Guidance Department records the application result and issues a written notification to the applicant/parent/guardian with a copy to the Academic Dean and the relevant academic department head.
 6. After the approved outside-course is completed, follow the directions in the academic section of the Seton Student Handbook.