COURSE CHANGE PROCEDURES

All students are expected to choose courses carefully during the course selection process. Schedules and appropriate staffing are planned according to student requests and students are expected to abide by their initial choices. Student and/or parent-initiated schedule changes will be permitted in accordance with the following procedures:

Adding Courses: After receiving a schedule in the summer, a student may add a class in place of a study hall or lunch if course enrollment allows. Course additions for first-semester and full-year courses can only be made during the first ten (10) school days or by the approval of a building administrator. Students who wish to add a course the second semester may do so after conferring with their school counselor, but no later than the first ten (10) school days of that semester or by the approval of an administrator.

Dropping Courses: Students must finalize their course selections for the upcoming school year by June 30, 2018. Dropping courses will only be permitted under extraordinary circumstances after June 30, 2018. Students who wish to drop a course(s) must have parental approval as well as the permission of the school counselor, department director, and their designated building administrator. Students must choose a replacement course (study hall will not be permitted) for each dropped course. If a student drops a class after October 1, the report card and transcript will show a “WD” (Withdrawn) for the quarter and final grade.

Final approval of changes is contingent upon the following:

- The proposed change does not jeopardize graduation
- The proposed change does not negatively affect prospects of college admission
- Approval from the Department Director of the course being dropped
- Approval from the Coordinator of School Counseling
- Approval from the Vice Principal

Under no circumstances will schedules be adjusted to

- Change teachers
- Change lunch periods (unless supported by legitimate medical diagnosis and documentation)
- Change to more convenient and/or desirable periods
- Unite friends together in the same class
- Take a study hall

Academic Level Changes

1. Academic Level Changes are considered for students who feel they want to challenge themselves to work at a more rigorous level. Students who feel they want to challenge themselves to work at a more rigorous level are encouraged to speak to their teacher and counselor about changing to a higher level course prior to requesting a level change.

2. Students experiencing academic difficulty in a course are encouraged to work closely with their teachers and avail themselves of all resources such as extra help, peer tutoring, etc. These efforts are required prior to requesting a level change.

3. Requests to change course level (For example, AP/IB to Honors or Regents) will be considered beginning September 24, 2018 through the end of the first quarter marking period of the 2018-19 school year. Students who wish to change a course level must have parental approval as well as the permission of their school counselor, department director and an administrator.

4. Please note that grades and attendance will follow students into their new academic level. Students changed from one level of a subject to another level of the same subject will receive a final grade only in the subject for which credit will be earned. The first subject will not appear on the student’s final transcript.