

## **Counseling Services' Schedule Change Policy**

**Schedule changes have serious effects both on the student's individual schedule, including the amount of work missed, and on the class size of the course into which he/she is transferring. The administration made decisions about the number of sections per department last June based on students' course selections through the registration process.**

**Schedule changes will be made automatically for the following reasons:**

- **Completion of a summer school course**
- **Incomplete schedule (missing a class)**
- **Two courses in the same period in the same semester**
- **Failure of a prerequisite course**
- **Master schedule conflict**

**Something to keep in mind is that the teacher to whom you are transferring will likely require you to make up any work missed in his/her class. If after considering the seriousness of making a schedule change at this time of year, your parents and you want to pursue making a change, please write a letter to your counselor including the following information. The counselor will then consult with your administrator to see if the administrator will approve the request.**

**Information to include in your letter:**

- 1. Name of the course the student wishes to drop**
- 2. Name of the course the student wishes to add**
- 3. Reason(s) for the change**
- 4. A statement that the student and the parent understand that the schedule change may result in several other courses and/or teachers having to change**
- 5. Write "Copy to administrator" on the bottom of the letter**

**Please return the letter to your counselor, who will then contact you about the change as soon as he/she is available.**

**Notes:**

- 1. If a student drops a course after the 25<sup>th</sup> day of each semester, the course appears on the transcript as withdrawal with the grade/date at the time of the withdrawal; no credit is given for the course. The withdrawal grade is not included in the transcript GPA but is computed on the report card for eligibility purposes.**
- 2. Seniors, if you drop a course, a notice is included with your midyear report to the colleges.**