



Course Change Request Form June 2016

Course Change Request Policy

As a reminder, student course requests drove the master schedule therefore schedule changes will be difficult. CRLS worked hard to ensure that nearly all your requests were honored. Course change requests will be granted ONLY when the student's program is deemed to be educationally inappropriate. Therefore, no schedule change will be made unless a very serious problem exists. Only requests for course changes that satisfy the guidelines listed below will be considered:

You must check the box below that applies to your schedule change

- To add a course in a scheduling gap;
- A student is scheduled to repeat a course already passed;
- To add a required core academic course; such as English, math, science, history, world language or RSTA major;
- A student is scheduled for more than one course in a period (conflict);
- To change to a more appropriate level in a course in which you are already enrolled;

Students requesting a course change must fully complete this form and return it to their community meeting folder. **Students may not make an appointment with guidance counselors;** counselors will review the course change request and follow up with students.

Student Name: _____ **Date:** _____

Community Meeting: _____ **Learning Community:** _____

Students' Guidance Counselor: _____

Course(s) to be Dropped: _____

Reason: _____

New Course(s) to be Added: _____

Alternate 1 _____

Alternate 2 _____

Alternate 3 _____

Approved by: _____

Not Approved

Please return completed form to Community Meeting folder