

# Course Change Request West Geauga High School 2014-2015

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

## VIII. Drop and Add Regulations (West Geauga High School Program of Studies)

Students are required to take a minimum number of courses each year. This "minimum course load" includes both required courses and elective courses. With the guidance of parents, counselors and teachers, students choose these courses during the course selection period. In addition to the required courses, students have an opportunity to select whatever elective courses they wish. This course selection guide is the students' and parent's guide for making these selections.

A parent or student, with parent's permission, may make a course change request for the 2014-2015 school year until May 1, 2014. After May 1, schedule changes may be made only if there is: (1) a data entry error; (2) a failure in a required course; (3) an imbalance of semester courses, or 4) a graduation requirement omitted. Required courses may not be dropped. An elective course that is dropped after the first nine weeks will result in a failing grade. This grade will be placed on the student's transcript, and be computed in the student's GPA. Schedule adjustments may involve the teacher, parent, administration, and a counselor. **Please note that post-secondary institutions highly recommend that students enroll in the most rigorous course load available to them as well as enrolling in four years in the core courses (English, Math, Science, and Social Studies). Please consider this when making course change decisions.**

### Course Change Requested for Allowable Reasons

Requested Change: \_\_\_\_\_

Please check the reason for this allowable course change...

- Data entry error
- A Failure in a required course
- An imbalance of semester courses
- A graduation requirement omitted

**This course change request DOES NOT require signatures, as it is allowable per section VIII. Drop Add Regulations from the West Geauga High School program of Studies**

### Course Change Requested for Other Reasons

Requested Change: \_\_\_\_\_

**This course change request DOES require signatures, as it is for reasons other than those set forth per section VIII. Drop Add Regulations from the West Geauga High School program of Studies.**

**PLEASE NOTE: These changes may NOT be able to be approved due to scheduling conflicts and/or class size issues.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ (if applicable)

Teacher Signature: \_\_\_\_\_ (if applicable)