Change of Course Form   GUIDANCE OFFICE

I, _____ intend to:

      student's name

    a) Drop *course*   _____

    b) Add *course*   _____

I understand fully the implications of the above action as it relates to school policy, as printed below.

Please complete the signatures of approval in the <u>following</u> order:

1) Student _____   Date: _____

2) Parent(s)_____   Date: _____

3)Teacher(s)
      Drop_____   Date: _____

      Add _____   Date: _____

<u>Important Notes</u>**:**

1. You must stay in your present course assignment until final approval is given by the Guidance Department.

2. *Deadline*
    2nd semester course changes: Thursday, February 25, 2010
    2nd *semester level adjustments:*   Friday, April 15, 2010

3. Any course changes, withdrawals, failures, etc, reported after 5 days of the first marking period will be recorded on the official transcript according to Ministry policy.

Return the completed form to Ms. Dibbits

Approved _____ Markbook _____ St. # _____

Course Change Policy

Should a student need to either change courses or adjust the level at which the student is taking the course, the following guidelines will be observed:

1. Students may switch from one course to an unrelated course within the first twenty school days of the semester. Students who switch classes will be responsible for all the work missed in the new course and will be expected to write the exam for the whole course.

2. If a switch to a different level within the same course (i.e. university prep to college prep) cannot be made within the students present schedule such a change must be made within the first twenty days of the semester.

3. Students may switch to a different level within the same course until one week after midterm marks are sent home as long as the switch can be made within the present schedule of the student. A ten percent adjustment will be made as the differential between levels of difficulty.

4. A ten percent adjustment will be made as the differential between levels of difficulty when a level adjustment is made.

5. For all class switched or level adjustments, please see Ms. Dibbits in the Guidance Office. All changes require the permission of your parent or guardian.