

South Side High School
Course Change Request Form

Student Name:	Grade:	Date:
Action Requested: DROP LEVEL CHANGE <small>(Please circle)</small>	Counselor:	
Current Course:	Period/Day:	
New Course:	Period/Day:	
Reason for Change:		

Students must adhere to the course drop deadlines on the back of this page. For any student who drops a full-year or semester course AFTER the drop deadline will have a WF (withdrawn failure) recorded on their report card and transcript. WF will calculate as a zero (0) in the final grade and in the grade point average.

No classes will be changed until this form is returned with all the necessary signatures and is approved by the counselor and administrator. The student must continue to attend all assigned courses until they receive notification from the counselor.

Step #1:	<i>Student Signature</i>	Date: _____
Step #2:	<i>Parent Signature</i>	Date: _____
Step #3:	<i>Teacher Signature</i>	Date: _____
Step #4:	<i>Academic Administrator</i>	Date: _____
Step #5: <small>(if applicable)</small>	<i>IB Coordinator, Rm 1412</i>	Date: _____

Office Use Only:

Will this request affect the requirements for a NYS Regents Diploma with Advanced Designation? YES NO

Level change: <small>(if applicable)</small>	Quarter _____ Quarter _____ Quarter _____	Old Grade: _____ Old Grade: _____ Old Grade: _____	New Grade: _____ New Grade: _____ New Grade: _____
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Counselor Signature	Director of Counseling Signature	Principal Signature & Date
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2023-2024 Program Change Deadlines

Last day to DROP a course <u>without</u> penalty:	
Full year course	November 9, 2023
First semester course	October 6, 2023
Second semester course	March 8, 2024

PROGRAM CHANGES

Students will not be permitted to drop courses after the deadline unless they and their parents can demonstrate extenuating circumstances. Programs will not be changed because of preference for instructors. **Please refer to Board Policy in the student agenda book on page 24.* A grade of W/F will be recorded if administrative approval is granted after the first five weeks of a semester course, or after the first quarter of a full year course.

For purposes of GPA computation, a grade of W/F is calculated as a "0". A grade of "0" will significantly affect a student's overall average.

REQUEST FOR CHANGE OF LEVEL

Students may request a change of level at any time during the school year. Changing levels will be done if it is deemed by the Principal that a student is inappropriately placed. When a level change occurs, it may affect the student's schedule and may result in a teacher change. Grade adjustments will be made as follows:

1. If the level change is made during the marking period, the former and present teachers will confer to compute the grade.
2. If the change occurs at the end of a marking period
 - All marking period grades will transfer to the new course.
 - If the course was a weighted course, the grade for the marking period will be appropriately weighted