

## WESTFIELD HIGH SCHOOL SCHEDULE CHANGE POLICY

Westfield High School has a ‘No Change’ scheduling policy. After the Schedule Change deadline of May 20, 2016, a student may **not** elect to change his/her schedule for the upcoming school year. Seniors are not allowed to drop classes for Senior Seminar released after the May 20, 2016 deadline.

There are a few exceptions to the ‘No Change’ scheduling policy. A counselor may adjust a student’s schedule, after the Schedule Change Deadline, for the following reasons:

1. The student must retake a failed class in order to meet graduation requirements.
2. The student no longer meets the pre-requisite for a class.
3. A teacher has recommended a student’s level in a particular class be moved up or down based on the student’s academic performance. For example, a student may be moved from regular English to Honors English based on a teacher recommendation.
4. A student is moving from a regular academic or elective class into an AP or ACP class. AP & ACP classes are the equivalent of college level course work.
5. A senior wishes to take a course that would pertain to his or her chosen college major.
6. A junior or senior needs to add an academic course from one of the five core areas in order to meet college admission requirements: English, math, science, social studies and world language.
7. A student wishes to drop an elective course to take an academic course in one of the five core areas: English, math, science, social studies and world language.
8. Medical reason with documentation.
9. In cooperation with the state of Indiana’s career and technical education initiatives, a senior may choose to replace an elective course with an Independent Co-op, Mentoring, or Service Leadership course.
10. A senior chooses to add a course to replace a release period now called Senior Seminar.