

WESTFIELD HIGH SCHOOL SCHEDULE CHANGE POLICY

Students should submit all Schedule Change Request forms by May 18, 2018. **After the Schedule Change deadline of May 18, 2018, a student may only change their schedule under specific circumstances.**

Students wishing to change their schedule based on the allowances listed below are strongly encouraged to do so before the start of the trimester in which they wish to make the change. Courses started more than five days after the trimester begins may not be taken for credit.

A counselor may adjust a student's schedule, after the Schedule Change Deadline, for the following reasons:

- The student must retake a failed class in order to meet graduation requirements.
- The student no longer meets the pre-requisite for a class.
- 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; or a student is moving from a regular academic or elective class into an honors, AP or dual credit class.
- A student wishes to drop an elective to take another elective course. **Academic classes in the five core areas may not be dropped to take an elective course.**
- A senior wishes to take a course that would pertain to his or her chosen college major or commitment.
- 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, Cadet Teaching, Career Exploration Internship or Service Leadership course.
- A senior chooses to add a course to replace a Senior Seminar. **Seniors are not allowed to drop classes for a Senior Seminar release period after the May 18, 2018 deadline.**

Students may not drop a course in-progress due to poor grades or attendance. Once a trimester has begun, the only changes which will be made will be based on the following:

- 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.
- Medical reasoning with documentation explaining why the student cannot continue in the course. In this case, the counselor, student and parent will determine the best placement for the student for the remainder of the trimester.