



## Marysville High School Schedule Change Request Form 2016-2017

### Schedule changes can be made for the following reasons:

1. Semester imbalances
2. Replacement of summer school course(s) successfully completed
3. Schedule adjustments for Credit Flexibility options approved by the administration
4. Appropriate educational adjustments for students on an IEP
5. Inappropriate course level as dictated by the prerequisite
6. Requests that appear on the verification form or original schedule form but do not appear on printed schedule
7. Level change (If a level change is completed, the grades from the original class will follow the new course and be averaged at the end of the term.)

### ADDING COURSES

Year-long and 1<sup>st</sup> semester classes can be added within the first **5** days of the 1<sup>st</sup> semester. Students can add 2<sup>nd</sup> semester classes within the first **5** days of 2<sup>nd</sup> semester.

### DROPPING MHS COURSES

| Year-Long Courses   | Semester Courses (1 <sup>st</sup> & 2 <sup>nd</sup> )  |
|---|--|
| No penalty if dropped within first <b>5</b> days of 1 <sup>st</sup> semester.   | 1 <sup>st</sup> semester & 2 <sup>nd</sup> semester-No penalty if dropped within first <b>5</b> days of corresponding semester.  |
| If dropped by last day of the 1 <sup>st</sup> 9 weeks a “WD” (withdrawn) will be added to transcript.                                 | 1 <sup>st</sup> semester course- If dropped by interim of 1 <sup>st</sup> 9 weeks-<br>2 <sup>nd</sup> semester course-If dropped by interim of 3 <sup>rd</sup> 9 weeks-<br>a “WD” (withdrawn) will be added to transcript.         |
| If dropped after 1 <sup>st</sup> 9 weeks a “WF” (withdrawn failing) will be added to transcript ( <b>averages in GPA as an “F”</b> ). | 1 <sup>st</sup> semester course- If dropped after 1 <sup>st</sup> 9 weeks interim-<br>2 <sup>nd</sup> semester course-If dropped after 3 <sup>rd</sup> 9 weeks interim-<br>a “WF” (withdrawn failing) will be added to transcript. |

### DROPPING COLLEGE CREDIT PLUS COURSES

Students who drop a course after the college’s deadline below may be charged the cost of tuition by Marysville High School.

| Clark State Community College  | Urbana University  | Columbus State Community College   |
|--|--|--|
| Fall Semester-September 2 <sup>nd</sup>                                  | Fall Semester-September 16 <sup>th</sup>                                 | Fall Semester-September 11 <sup>th</sup>                                 |
| Spring Semester-January 20 <sup>th</sup>                                 | Spring Semester-February 3 <sup>rd</sup>                                 | Spring Semester-January 29 <sup>th</sup>                                 |
| A “W” will be added to the college transcript if dropped after deadline. | A “W” will be added to the college transcript if dropped after deadline. | A “W” will be added to the college transcript if dropped after deadline. |

**WARNING:** Dropping a course may endanger your graduation status.

**WARNING:** Dropping a course may endanger your athletic eligibility. During the nine-week grading period preceding athletic participation, the student must be passing (5) equivalencies as defined by the OHSAA. Parents and students are responsible for monitoring the necessary athletic eligibility requirements. Additional information can be found on the Ohio High School Athletic Association website: [www.ohsaa.org](http://www.ohsaa.org).

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Counselor: \_\_\_\_\_

Do you play or are planning on playing a sport this year? Please indicate the sport and season.

Sport: \_\_\_\_\_ Fall/Winter/Spring

Sport: \_\_\_\_\_ Fall/Winter/Spring

Will this schedule change drop you below 5 credits for the quarter?  Yes  No

Will this schedule change impact your athletic eligibility?  Yes  No

Please indicate if you receive special education services or have a 504 plan.  Yes  No

Will this schedule change affect my graduation status?  Yes  No

If this is a College Credit Plus class I am aware and am following the college drop policy (see reverse page)?  Yes  No

- No classes will be overloaded to accommodate a schedule change.
- Teacher changes will only be granted in extreme circumstances and need administrative approval.

Course(s) to be dropped

Course(s) to be added

Teacher Initial

| Course(s) to be dropped | Course(s) to be added | Teacher Initial |
|-------------------------|-----------------------|-----------------|
|                         |                       |                 |
|                         |                       |                 |
|                         |                       |                 |

Reason for this request:

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**SIGNATURES**

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

Parent Email: \_\_\_\_\_

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

OFFICE USE ONLY:

Schedule Change Approved

Schedule Change Denied

Date: \_\_\_\_\_