

**Committee Considerations for Schedule Change Requests
To Drop Pre-AP/AP Course**

Student Name: _____ Student ID# _____

When convening a committee to review requests for schedule changes out of Pre-AP/AP courses, the committee should consider the following:

Information Review

- Student Readiness – Educational Foundation and Capability
 - a. Most recent TAKS scores
 - b. Previous grades in this subject area
 - c. Current grade in course
 - d. Current attendance record
 - e. Student's history with Pre-AP/AP
 - f. Number of Pre-AP/AP courses on current schedule
 - g. AVID participation
- Student Commitment – Lack of commitment does not constitute reason for change
 - h. Completion of summer readings
 - i. Completion of assignments
 - j. Revision of assignments
 - k. Tutorial attendance
- Personal Schedule – Extenuating Circumstances
 - l. Employment
 - m. Family circumstances
 - n. Unforeseen changes since course selection
- Effects of Decision
 - o. Stress-related symptoms
 - p. Space availability into requested course

EXTENDED INSTRUCTIONAL PROGRAMS
COLLEGE COURSE WORK/DUAL CREDIT

EHDD
(EXHIBIT)

Guiding Questions

- | | | |
|---|-----|----|
| 1. Does the student have the capability (with supports) to be successful in this course? | Yes | No |
| 2. Has the student used academic supports such as tutorials and assignment revision opportunities? | Yes | No |
| 3. Are there circumstances out of the student's control that act as barriers to potential success in this course? | Yes | No |
| 4. Are there health concerns to consider with the current placement? | Yes | No |
| 5. Is this course academically appropriate for the student? | Yes | No |
| Final Decision to Change Schedule: | Yes | No |

If the committee's final decision is yes, a schedule change is approved. If the committee's decision is no, the student stays in the selected course and is expected to attend class, tutorials, and use opportunities for assignment revision. Attach this meeting agenda to the original schedule change request [sample found in EHDD(REGULATION)].