



Marysville High School

Schedule Change Request Form 2024-2025

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. 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 1st semester classes can be added within the first **5** days of the 1st semester. Students can add 2nd semester classes within the first **5** days of 2nd semester.

DROPPING MHS COURSES

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If dropped by last day of the 1 st 9 weeks a “WD” (withdrawn) will be added to transcript.	1 st semester course- If dropped by interim of 1 st 9 weeks- 2 nd semester course-If dropped by interim of 3 rd 9 weeks- a “WD” (withdrawn) will be added to transcript.
If dropped after 1 st 9 weeks a “WF” (withdrawn failing) will be added to transcript (averages in GPA as an “F”).	1 st semester course- If dropped after 1 st 9 weeks interim- 2 nd semester course-If dropped after 3 rd 9 weeks interim- a “WF” (withdrawn failing) will be added to transcript.

DROPPING COLLEGE CREDIT PLUS COURSES

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

Clark State Community College	Columbus State Community College
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 OHSA. 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.

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

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

Reason for this request:

SIGNATURES

Parent Signature: _____ Date: _____

Parent Email: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY:

Schedule Change Approved

Schedule Change Denied

Date: _____