Jordan High School

Counseling Department

2026–2027 Course Change Guidelines

Parents and Students,

Please carefully review the following important information regarding schedule **changes for the 2026–2027 school year,** particularly for **electives (including Science) and KAP/AP courses.**

Elective Courses

- **No elective changes**, including Science changes, will be made at the ***BEGINNING*** or ***MIDDLE*** of the school year.
- Students must ensure they select electives they are committed to for the full year.
- If a student's first-choice elective cannot be scheduled, counselors will place the student in one of their **alternate choices** selected in Schoolinks. Students cannot request an elective change if they are placed in an alternate elective.

KAP/AP & Course Level Changes

Course level changes will only be considered within designated timeframes, which is included below.

Requests for course level changes will be considered for the following reasons:

- Scheduling error
- Failure in a prerequisite course
- Change in program (athletics, band, choir, orchestra, etc.)
- Failing a KAP/AP course at end of a grading period

Important for GT Students:
Students identified as Gifted and Talented must communicate with the GT Facilitator before schedule changes are considered.

Timeline for Course Level Change Requests

- ***First 10 days of the course***
  Changes may be approved based on course availability. There will be no elective changes or science changes. This is only for level changes for KAP/AP courses. If academic courses are at capacity or an academic equivalent does not exist, the change cannot be made.

- ***After the first six weeks progress report***
  Changes may be approved with teacher input and available space in academic. Students will need to submit a Petition to Exit form that will be given by the teacher and submitted to the counselor.

- ***End of the first six weeks grading period***
  Students who earn an "F" at the end of a grading period will be removed from the course unless otherwise recommended by the teacher and administrator. Petition may be granted by the campus given input from the teacher and availability of space in the replacement course

- ***If a student earns an "F" at the end of a grading period***
  The student will be removed from the course unless otherwise recommended by the teacher and administrator.

- **Second six weeks grading period and beyond**
  Only students earning an "F" may exit the course. All other requests require administrator approval.

- **Second semester of a yearlong course**
  Only students who earned an "F" at the end of the grading period may request exit, unless approved by the administration. Once the second semester starts, the students in AP Calculus BC, AP Statistics, AP Physics can no longer level down to academic.

- **End of the semester**
  Students may request a schedule change for the second semester of a yearlong course KAP/AP after completing the first semester. This must be done within the first 10 days.

Please make thoughtful course selections and reach out to your counselor if you have questions. Submit course planning changes through the Course Verification form by **April 10, 2026.**

Thank you for your attention to these important guidelines.

JHS Counseling Department