

## Course/Level Change Procedures

In an ongoing effort to improve the student experience here at MHS, we have formally outlined the procedure for Course and/or Level Changes for all students and their families in detail below.

It is critical to first understand what is defined as a course change and level change:

- A **COURSE CHANGE** is defined as switching to a totally different course, i.e. Choir to Band or Studio Art to Culinary.
- A **LEVEL CHANGE** is defined as switching levels of the same course, i.e. Honors Algebra II to CP Algebra II.

### Important information about Course and Level Changes:

- FOR STUDENTS WHO HAVE **NOT WAIVED** INTO A COURSE:
  - These students may **request a COURSE or LEVEL CHANGE without** completing the Course and/or Level Change Request form IF:
    - it is within the first 10 sessions for a full-year course; or
    - it is within the first 5 sessions of a half-year course
  - **All COURSE CHANGES** made after the first 10 sessions of a full-year course, the first 5 sessions of a half-year course, or **LEVEL CHANGES** made after **October 25th** will be noted on student transcripts as a **WP** (Withdraw Pass) or **WF** (Withdraw Fail).
  - For a student requesting a **LEVEL CHANGE**, this process must be completed by **October 25th**. **LEVEL CHANGES** completed after October 25th will result in a **WP** (Withdraw Pass) or **WF** (Withdraw Fail) noted on the student's transcript.
  - Students who have **not waived** into the course who wish to **request a LEVEL CHANGE after the first 10 sessions** of a full-year course or the first 5 sessions of a half-year course **MUST** complete the [MHS Course and/or Level Change Request Google form](#).
- FOR STUDENTS WHO **HAVE WAIVED** INTO A COURSE:
  - Students who **have waived** into the course and wish to request a change **MUST** complete the [MHS Course and/or Level Change Request Google form](#) for **both COURSE and LEVEL CHANGE** requests, regardless of how many sessions have taken place.
  - **All COURSE CHANGES** made after the first 10 sessions of a full-year course, the first 5 sessions of a half-year course, or **LEVEL CHANGES** made after **October 25th** will be noted on student transcripts as a **WP** (Withdraw Pass) or **WF** (Withdraw Fail).

### Steps to Complete the Course/Level Change Process

1. The student completes the [MHS Course and/or Level Change Request Google Form](#) which can be found on the MHS Guidance web page, every department web page, and on all teacher Google Classrooms.
2. The appropriate counselor will receive the completed Google Form and schedule an appointment with the student.

3. The counselor will review the request with the student and, if needed, provide the student with a **COURSE and/or LEVEL CHANGE Request form** (paper copy).
4. The student meets with and obtains signatures on the **COURSE and/or LEVEL CHANGE Request form** (paper copy) from the following parties:
  - a. the counselor
  - b. the current teacher in the course they are requesting to change
  - c. the parent/guardian
5. Once all sections of the **COURSE and/or LEVEL CHANGE Request form** (paper copy) have been completed, the student will submit the form to the supervisor of the department for the course they are requesting to change.
6. The department supervisor will review the request and approve, deny, or recommend remediation as appropriate.
7. The supervisor's decision will be shared with the counselor who will make the appropriate changes, if any, and inform the student.

This is the link for the [INFOGRAPHIC](#)