



Date: _____

Request for Course Change

There are three types of course changes during a semester:

1. **Student initiated**-Changes are made without penalty in the first ten days of the semester.
2. **Teacher Initiated**-Changes are made by teachers during the first half of the semester. The semester grade earned by a student whose course is changed at the request of the teacher will be *an average of work done in both courses*.
3. **Dropped Course**-A student may elect to drop a course at any time during a semester *provided the minimum number of courses is maintained*.

Check One:

<i>Student Initiated</i>	<i>Teacher Initiated</i>	<i>Dropped Course</i>
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Student's Printed Information:

Last Name	First Name	Grade Level
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First Name

Grade Level

Course to Drop

Course to A

Course to Drop

Course to Add

Course to Drop

Course to Add

The reason(s) for this change request are:

Required Signatures (In required order):

1. _____ Likely to Succeed _____ Likely to have challenges
Teacher's Signature over Printed Name in Dropped Course

2. _____ Likely to Succeed _____ Likely to have challenges
Teacher's Signature over Printed Name in Added Course

3. _____ Likely to Succeed _____ Likely to have challenges
IB Coordinator's Signature over Printed Name in Added Course

4. _____
Parent's/Guardian's Signature over Printed Name _____
Comments _____

5. _____ Approved Denied
School Counselor or Principal