



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:

_____ *Student Initiated*

_____ *Teacher Initiated*

_____ *Dropped Course*

Student's Printed Information:

_____ Last Name

_____ First Name

_____ Grade Level

_____ 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. _____
School Counselor or Principal

_____ Approved _____ Denied