

Guidelines for Course Changes

Counselors are permitted to make schedule changes for the following reasons only:

1. Error/omission in the student's list of requests and/or mandated courses for graduation.
2. Course credits required for graduation as a result of June and/or summer academic outcomes (*i.e. the need to repeat a failed course*).
3. A legitimate request to change from a higher to lower level within a *course* (*i.e., from "Honors or AP to Regents"*).
4. Request from a formal instructional committee (*i.e. change in a student's IEP from CSE*).
5. Adding a course in place of study hall or Oasis if room exists in the course and is at the same time as the study hall or Oasis.
6. Accommodating classes scheduled at RIT, U of R, or MCC.
7. Accommodating an approved school work experience (*i.e. co-op or internship*).
8. Substitution to meet post graduate placement requirements (*i.e. adding a college-required course*).