

STUDENT CLASS SELECTION AND SCHEDULE CHANGES
Administrative Rules Evansville High School

Evansville High School will make every reasonable effort to assure that students are able to enroll in the courses they request. The master schedule will be assembled with consideration given to provide students with appropriate opportunities to schedule the courses they request. Given that student course requests are used to determine the master schedule, staffing, and purchases, it is necessary to establish formal scheduling procedures.

Students must enroll for a minimum of eight (8) credits and designate three (3) alternative course requests at the time of initial course selection.

After students make their original course selections these selections may be changed for the following reasons:

1. Course requests and alternate requests are unable to be scheduled without conflicts.
2. The student has not completed necessary prerequisites for a given class.
3. The student requires a different course for a failure make-up.
4. The student desires to decrease the number of study halls in his/her schedule.
5. The student requires additional academic courses to satisfy requirements for a post-secondary education.
6. The student is involved with Youth Options Program and must adjust course selections.
7. The course the student requested is not offered.
8. The administrative need to balance class size.

Final schedules will be completed prior to the start of the school year. Once students receive their final schedule they may change these schedules for the following reasons:

1. The student has not completed necessary prerequisites for a given class.
2. The student requires a different course for a failure make-up.
3. The teacher recommends the student is not appropriately placed in a course.

Courses will not be changed at any time for the following reasons:

1. The student's desire to change a course due to concerns about the assigned teacher.
2. The student's desire to take a less rigorous schedule and/or decreasing work load.
3. Concern with an overload of academic classes for a given term.
4. Dissatisfaction with course content and expectations.
5. The desire to maintain the same teacher for the entire semester.
6. Social concerns relating to the members of a given class. (No friends in class etc.)
7. Dissatisfaction of course selections during a given class period.
8. Students are unhappy with their lunch period assignment.

When the term begins, students may request to drop a course within three school days. After that time, students may only drop a course with the teacher's recommendation, without receiving an F.