

# Schedule Change Form (June 2017)

Use this form to identify academic program needs.

## Office Use Only

Change made: Yes No      Counselor: \_\_\_\_\_  
If no, the reason is...      Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Advisor \_\_\_\_\_

Year of Graduation \_\_\_\_\_ House \_\_\_\_\_

### Add (Please list all classes you want to add.)

Course Title

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### Remove (Please list all classes you want to remove.)

Course Title

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*If student has a case manager, please be sure that case manager approves changes and signs this form BEFORE a change is made.*

Case Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Reminders:

- A first semester course may be dropped without penalty before 9/30/17.
- A second semester course may be dropped without penalty before 3/3/18.
- A year-long course may be dropped without penalty before the first quarter marking period closes (10/28/17).
- Courses withdrawn before these time frames will not appear on the student's record.
- Courses withdrawn after these deadlines will be recorded as a W (Withdrawal), and a Course Withdrawal Form should be completed.

Date class change was made in JumpRope (if needed)- \_\_\_\_\_ by whom \_\_\_\_\_.