

Office Use Only

Rationale for Non-Input:

Once final approval is obtained, a copy must be given for input into Veracross. Initials: Date:

Rationale for request to change courses:

* The Drop/Add deadline for any courses beginning January 30, 2017 is **February 17, 2017**
* Students who drop a course after the Drop/Add period should understand that the course work will appear on their permanent record and a grade of WP or WF will appear.
* Submission of this form does not guarantee that your request will be honored. Space availability and staff assessment could influence the outcome of this request.
* Your present schedule must be followed until all changes have been completed.

Parent/Guardian Signature: Date:

* I understand that in some cases it is necessary to make other changes in the schedule in order to accommodate the requests listed above.

Student Signature: Date:

Current Teacher Signature: Date:

Academic Dean Signature: Date:

College Counseling Signature: Date:

**DROP**

Course Title:

Block:

**ADD**

Course Title:

Block:

Student: Date: Grade:

REQUEST FOR PERMISSON TO CHANGE COURSES

**Please note: This form is to request the change of courses beginning January 30, 2017**