

Petition for Exceptional Change of Class Schedule

This form is only completed after published drop deadlines have passed. Completed forms should be returned in a sealed envelope to the Upper School Head as soon as possible.

Student Name: _____ Grade: _____ Date: _____

Please read carefully: A schedule change after a drop deadline requires the Upper School Head to grant an exception and is only considered in the case of extenuating circumstances.

Late Course Add: Considered if the teacher approves the request and verifies the student has a reasonable chance to complete the course by the end of the term. In addition, the student must provide the reasons why the request is late and the reason for the request.

Requesting Partial Credit for Coursework Completed: Considered when a student is in a yearlong course and completed the first semester, but due to extenuating circumstances, is unable to complete the second term. The final grade will be the grade recorded at the first semester's end unless otherwise noted on page 2.

Requesting to Change Grading Basis: The student is taking a course for a letter grade but is requesting to change the final mark to a not-for-credit Audit (AU) or to a for-credit Pass (P) / Fail (F) option.

Late Course Withdrawal: A late withdrawal from a course is granted only when there are documented reasons—such as family emergencies or illness—as to why a student could not meet the drop deadline. If the petition is denied, the student will receive the grade earned.

Extenuating circumstances are events or circumstances beyond the student's control that prevented him or her from acting by the relevant deadline or arose unexpectedly after the deadline. Extenuating circumstances do not include:

- 1) not needing or wanting a class.
- 2) not doing well in a class.
- 3) not knowing you were enrolled in a class.
- 4) not knowing the deadline or procedure for changing your schedule.
- 5) forgetting to make an intended change.
- 6) not knowing your grade by the deadline.
- 7) having too heavy a course load.
- 8) wishing to improve your grades.

Checklist:

- Statement:** Include an explanation of the extenuating circumstances that led to this request, how these circumstances affected the student's work in the course, and any relevant facts.
- Documentation:** Include documentation for any circumstances referred to in the statement. After a decision has been rendered, all medical documentation will be shredded.
- Sports Eligibility:** Review whether or not the student will be eligible to play on a school athletic team if the proposed change is approved. OSAA rules require students to be passing five classes (not including PE/Health) in order to play sports. The rule applies to the entire school year.
- Required Signatures:** Discuss proposed change with advisor, teacher, department chair (if the course is required), and college counselor (if the student is a senior) and obtain signatures.

Petition for Exceptional Change of Class Schedule

Student Name: _____

Requesting to:

- Add a Course Late
- Withdraw (W Grade)
- Receive Partial Credit for Work Completed: Final Grade _____
- Change Grading Basis from Letter Grade to Pass (P) / Fail (F)
- Change Grading Basis from Letter Grade to No Credit Audit (AU)

Name of Course: _____ Term: Fall Spring Year

I have read and understand the guidelines of the petition.

Parent or Guardian: _____ Date: _____

Required Signatures

Teacher: _____ Date: _____

Advisor: _____ Date: _____

Dept Chair (required course): _____ Date: _____

College Counselor (seniors): _____ Date: _____

For Office Use Only

Request Approved: Yes No

Upper School Head: _____ Date: _____