**Deadlines for course changes**

**2018-2019 school year**

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| **Type of change** | **Deadline** | **To be considered** |
| Level changes in math, English, science, foreign language, history  *i.e. Advanced Placement (AP) or Honors (H) to college prep (P)* | Requests can be made until June 8, 2018 of the prior school year(pending space availability in desired course). | These changes are only permitted with the approval from administration (assistant principal’s office)  SMHS will not be able to accommodate most level change requests due to full classes |
| Elective changes | Requests can be made until June 8, 2018 of the prior school year (pending space availability in desired course) | Elective courses will be closed once school starts |
| Drop a class not needed for graduation  (seniors only) | Up until the last day of the 1st grading period each semester | Any drops after the 1st grading period of the semester will result in a WF (withdraw fail), which is an F on the transcript  Change may only be made if there will be no gaps in the schedule, and course availability permits movement (= open classes during needed periods with same teacher) |
| Drop a course that is in addition to the regular schedule  *i.e. 0 period or 7th period class not needed for credits* | See right column for explanation | If a student wants to drop an academic 0 period course and move it into his/her 1-6 period schedule it must be done no later than 3 weeks into first semester, 2 weeks into second semester (can only be done if there are spaces in desired classes/periods and teachers do not change) |
| Teacher changes | ------------------------------------- | Not permitted |
| Period changes/requests | ------------------------------------- | Not permitted |

It is sometimes necessary to revise students’ schedules at the beginning of the second semester. Students are not guaranteed identical schedules for both semesters.