

Course Change and Withdrawal Policy

The Course Selection process at the beginning of the 2nd semester each year requires students, parents, and advisors to choose carefully and thoughtfully the courses for the year. The master schedule and individual student schedules are created based on these selections. These selections are also used to determine teaching assignments and hiring decisions. Because of this, subsequent changes are only permissible if all of the following conditions are met:

- Student meets all prerequisites for the course.
- Parents and advisor (and teacher, where required) agree to the change. Because balance is an important part of scheduling, this should be taken into consideration.
- Overloads receive the approval of the Asst Principal for Academics.
- There is adequate space in the course. Courses do not reach the maximum seating capacity, and students are not permitted to add classes where there is not space.
- The course a student drops will not fall below the level required to run the course.
- Changes can be made without requiring a student's schedule to be re-worked.
- The student maintains the minimum number of credits required (5.5 for Freshmen, Sophomores, and Juniors; 5 for Seniors).
- Requests are not for specific teachers or periods, which cannot and will not be honored.

Additionally, once the school year begins,

- Courses may not be added after the third day of the semester.
- Courses may be dropped during the first three weeks of each semester only.
- Requests for changes to a level of a course should be initiated by the teacher.
- Seniors are required to notify colleges of any course changes during the year.
- AP course drops incur a fee if requested after the AP exam order has been placed in mid-October. Fee is the cost assessed by the College Board for changes (usually between \$40 and the full cost of the exam).

The school may consider course changes if a student has been placed in a course inappropriate for his background and talent or withdrawals if a student becomes seriously ill or faces unique personal circumstances. Discussions with the Asst. Principal for Academics about moving a student between levels of a course should be initiated by the teacher.

Process for Course changes (courses for the upcoming year & over the summer):

1. Discuss with your parents. One of them must send an email to Maloney@muhs.edu indicating that they approve of the change.
2. Discuss with your advisor. He/she must send an email to maloney@muhs.edu indicating that he/she approves of the change.
3. Fill out the [electronic form](#) by the deadline. The form will be open during 2nd semester from March 17 – May 21. There are three opportunities to request changes and the form will be open for 3 days (June 29th - July 1st, July 13th – 15th, and August 3rd – 5th). Forms submitted after each deadline will not be considered until the next deadline. You will need to be signed into your MUHS Google account to complete the form.

Process for Course changes (courses in the current school year):

1. Discuss with your parents. One of them must send an email to Maloney@muhs.edu indicating that they approve of the change.
2. Discuss with your advisor. He/she must send an email to maloney@muhs.edu indicating that he/she approves of the change.
3. Fill out the [electronic form](#) by the deadline. Courses can only be added up to the 3rd day of the semester. Courses may only be dropped in the first three weeks of the semester.
4. All forms will be reviewed to ensure the request meets the criteria outlined above.

Seniors are required to notify colleges of any course changes that occur during the school year.