

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries: Policy IG**

**Responsible Office: OFFICE OF SCHOOL PERFORMANCE**

### SELECTION AND CHANGING OF HIGH SCHOOL COURSES

#### A. PURPOSE

To provide procedures for changing student courses and academic program after the course selection process.

#### B. BACKGROUND

The Anne Arundel County Public Schools allows students with input from parents or guardians and school staff to choose their courses for a given year. There are times when, for a variety of reasons, that program needs to be changed.

#### C. PROCEDURES

1. When it is necessary for a student to change course selections, the following reasons shall be considered:
  - a. Course is required by a senior who needs it for graduation.
  - b. Sequential order of the course is incorrect.
  - c. Repeating a previously failed course.
  - d. Correcting course for academic reason recommended by teacher, certified in writing by teacher.
  - e. Adding academic course recommended by employer or college, certified in writing.
  - f. Changing course for health reason, certified in writing by physician.
2. Any request for course change needs to have written approval of parent or guardian as well as administrative approval.
3. Request for changes should be submitted prior to the first day of the term when possible.
4. A student who requests a course change within 10 school days of the start of the course will be granted the change upon the approval of the principal, or the principal's designee, and the parents or legal guardian, if there is space available.

*Regulation History:*      *Developed by Superintendent: 4/18/06*  
   *Reviewed by Board of Education: 7/11/07*  
   *Issued by Superintendent: 7/11/07*

*Note previous history:*      *None*