

Salesianum School
Office of the Academic Dean
Request for Course Change
School Year 2009-2010

The School has established the following periods for review of course requests:

Until May 15th: Course changes can be submitted to the Academic Office on this form without penalty.

May 16th until July 31st – Course changes can be submitted on this form via mail to the Academic Office. Changes after May 15th will only be considered if they involve a phase change, a scheduling error or an incorrect number of credits.

After July 31st—A \$50 fee **will be assessed for each course change request. The fee should accompany your course change request.**

The Academic Dean has the authority to waive elements of this policy as appropriate in cases of extraordinary academic or pastoral need.

Student (last, first, middle) _____

Year of Graduation _____ Student Number _____ Date _____

Email: _____ (only if checked regularly)

Course(s) to be removed: _____

Course(s) to be added: _____

Student's reason(s) for the change: _____

Signature _____ Date _____

Parent's initial view of the request: _____

Signature _____ Date _____

Teacher's Signature (required for phase changes or higher phased classes)

Signature _____ Date _____

Guidance Counselor _____ Date _____

Academic Office Action with Reasons:

Academic Office Staff Initials: _____ Date: ____/____/20____