Nevada Union Schedule Change Policy

Any requests for schedule changes must be made prior to the end of the third week of the semester. The following considerations for any changes are as follows:

- The class change must not create an imbalance of class-size greater than 4 students between class sections and/or will not exceed the class cap.
- The student’s percentage grade will transfer from the current class to the new class.
- Student and parent must also be aware that such a change may necessitate other changes in class schedule.
- The student and teacher have made every effort to have a successful learning relationship (parent-teacher/ student-teacher dialogue and/or meetings), interventions, etc.

Schedule changes are only considered under the following circumstances:

- A required class is missing
- A period does not have a class scheduled
- A course is at the wrong level (i.e., student does not meet the prerequisite or needs a more advanced class
- Student was assigned a class that was not requested or listed as an alternate
- Teacher change only if the student has had the teacher for a full school year prior

ALL OTHER REQUESTS FOR SCHEDULE CHANGES WILL NOT BE HONORED (examples include but are not limited to):

- Teacher change (those that do no follow teacher change protocol)
- Change elective
- Change class to a different period

REMEMBER: The last day to request a schedule change is by the end of the third week of the semester

Revised 11/19/18