

# Nevada Union Schedule Change Policy

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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):

- X** Teacher change (those that do not follow teacher change protocol)
- X** Change elective
- X** Change class to a different period



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