

# Marcus9 LEVEL CHANGE POLICY

Staff is hired based on student spring requests; therefore, all students selecting a P/AP or an AP course will be required to follow the level change policy.

Students are permitted to make changes to their initial course requests if a parent-approved request is turned in to the counselor on or before August 5.

## THE LEVEL CHANGE POLICY IS AS FOLLOWS:

All students will be required to stay in a P/AP or an AP course for a minimum of three weeks before a change will be considered. *It is the student's responsibility to notify the TEACHER that he/she would like to make a level change.*

## STUDENTS MUST MEET THE FOLLOWING CRITERIA FOR LEVEL CHANGE APPROVAL:

### 1. GRADE OF 74 OR BELOW

A grade of 74 or below does not constitute automatic approval. Other factors are also considered.

### 2. TEACHER APPROVAL

The teacher will consider all of the following when making a recommendation:

*-Zeros and/or incomplete work*

*-Test grades*

*-Attendance in tutorials*

*-The student's effort to be successful in the P/AP or AP class*

### 3. PARENT APPROVAL

### 4. SEATS AVAILABLE IN A REGULAR CLASS

### 5. COMPLETED LEVEL CHANGE FORM

### 6. MEET ALL REQUIRED DEADLINES

Students may apply with their teacher for a level change at the following times:

- During the 3<sup>rd</sup> week of an 18 weeks class
- During the 9<sup>th</sup> week of an 18 weeks class

**NOTE: IF A LEVEL CHANGE IS APPROVED, THE GRADE AVERAGE IN THE P/AP OR AP CLASS WILL BE TRANSFERRED TO THE NEW CLASS.**