



## Course Change Request Form

Please be aware of the following before submitting a course change request form:

- You can view your 2020-2021 course requests in your Skyward account by clicking on the 'Course Requests' tile. The courses listed in this tile represent your selected courses for the next academic year.
- Current course requests including academic level for the 2020-21 school year have been reviewed and approved by current teachers and department curriculum coordinators. They have also been reviewed by counselors to verify they are in accordance with graduation requirements.
- Students are able to submit a course change request form to alter their 2020-2021 schedule. Please be aware all classes have a maximum seating capacity and the option to add or drop a course is subject to seat availability.
- All course change requests are dependent upon your Academic Dean's discretion plus seat availability.

### Process to Change a Course

1. To request a course change, list both the course name with the academic level and course number in the appropriate boxes below. The 2020-2021 Marist Course Guide can be found under the academic tab on our website.
2. Completed course change forms should be **submitted to the Ms. Connolly who is located in the ARC. She will only accept completed paper forms between March 30<sup>th</sup> – April 1<sup>st</sup>.**
3. Communication will be sent to both the student and parent by April 7, 2020 if your request cannot be accommodated.

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Student's Name: \_\_\_\_\_ ID # \_\_\_\_\_ Counselor: \_\_\_\_\_

DROP Course		ADD Course	
Course Number	Course Title & Academic Level	Course Number	Course Title & Academic Level
Reason:			

\_\_\_\_\_  
Parent Signature (First Signature)

\_\_\_\_\_  
Dept. Curr. Coordinator (Level Changes Only)

\_\_\_\_\_  
Counselor Signature (last signature)

Office Use Only

Request granted \_\_\_\_\_

Request denied \_\_\_\_\_

Communication date \_\_\_\_\_