

**UPPER ARLINGTON HIGH SCHOOL  
SCHEDULE CHANGE REQUEST**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_ Counselor \_\_\_\_\_

**WARNING: Dropping a course may endanger your athletic eligibility.** During the 9-week grading period preceding athletic participation, the student must be passing five (5) credits as defined by the Ohio Athletic Association. **Parent and student are responsible for monitoring the necessary athletic credit requirements.** Please see the reverse side for additional information.

Will this schedule change affect your athletic eligibility? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please indicate if you receive special education services or have a 504 plan. \_\_\_\_\_ Yes \_\_\_\_\_ No

**To drop a course without penalty**, the schedule change request must be submitted within:

6 weeks after the first class for blocked classes and semester classes.

9 weeks after the first class for yearlong classes.

**Schedule change consideration prior to drop for Honors, AP or IB courses:**

1. Student must attend the class.

2. Student must conference with the teacher. Teacher initials that conference was held \_\_\_\_\_

3. Student must conference with counselor.

**Course(s) to be dropped:**

**Courses to be added:**

\_\_\_\_\_ course # \_\_\_\_\_

\_\_\_\_\_ course # \_\_\_\_\_

\_\_\_\_\_ course # \_\_\_\_\_

\_\_\_\_\_ course # \_\_\_\_\_

Reason for this request: \_\_\_\_\_

**SIGNATURES**

Parent \_\_\_\_\_

Student \_\_\_\_\_

Teacher \_\_\_\_\_ **(required after the 5<sup>th</sup> day of class)** Teacher, please indicate if you agree \_\_\_\_\_ or disagree \_\_\_\_\_ with the student's decision to drop your class. The schedule change committee will take this information into consideration, however, it will not be the only determining factor.

**Schedule Change Committee Decision**

Approved dependent on the following:

\_\_\_\_\_ Number of students does not exceed course capacity

\_\_\_\_\_ Change does not effect graduation requirements

\_\_\_\_\_ Change does not give student more than 2 study halls or less than 5.25 credits.

Denied \_\_\_\_\_

Reason \_\_\_\_\_

Date reviewed \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO THE COUNSELING CENTER**

**GUIDELINES FOR DETERMINING  
INDIVIDUAL ATHLETIC ELIGIBILITY**

1. The following is an example of how academic credits are converted to Athletic Eligibility Credits as defined by The Ohio High School Athletic Association:
  - a). a year long course with a value of 1 academic credit = 1 athletic credit per 9 weeks.
  - b). a semester course worth 1/2 academic credits = 1 athletic credit per 9 weeks.
  - c). a blocked class worth 1 academic credit = 2 athletic credits per 9 weeks
  - d). a semester course valued at 1/4 credit = 1/2 athletic credits per 9 weeks
  - e). a year long class valued at 1/2 academic credits = 1/2 athletic credits per 9 weeks.
2. Most courses that are offered are counted as one (1) athletic credit by The Ohio Athletic Association each nine weeks grading period. Examples of the exceptions are Physical Education, Physical Education Personal Fitness, Senior Service, Jazz Ensemble, Chamber Orchestra, Freshman Men's Choir, Freshman Women's Choir, Vocal Ensemble, Senior Women's Glee, Senior Men's Glee, Science-Ind. Study-H, and Power Reading which are worth only 1/2 athletic credit per nine week grading period. Any class that is worth less than 1/2 academic credits in a semester follows in this category
3. In a blocked class where a semester is completed during a nine weeks grading period, each quarter grade will count as one (1) athletic credit. Therefore, if a student passes both quarters, he/she is credited with 2 athletic credits for a blocked class. The semester grade does not affect eligibility.
4. A student's eligibility for a particular 9 weeks grading period is not determined by the number of athletic credits carried that 9 weeks grading period. It is determined by the number of athletic credits earned the previous 9 weeks grading period. For example, in order to be eligible to play a Fall sport, a student must have earned five credits during the fourth nine weeks grading period of the previous school year.
5. If a student has two (2) study halls and any of the 1/2 credit courses mentioned in Section 2 above on his/her schedule, the student is not carrying enough credits and will be ineligible to participate in any athletic program the following quarter.
6. If a student is not presently carrying enough credits or if there are questions, please talk to your son/daughter's coach, counselor, or go to the athletic department with your questions ASAP.