



Request to Drop a Year-Long Course

Form must be completed and signed by a parent before the student can meet with their counselor for a schedule change.

Student Name:

Course:

Reason for Drop:

Dear Parent:

The Counseling Department would like you to know that your son or daughter is requesting to drop a year-long course at mid-semester. Because it is not generally advisable to make such a change, we want to be sure that parents are involved in this decision. Many times a student struggles in a course in the first semester only to find that it finally “clicks” and the second semester goes much more smoothly.

From the college counseling perspective you should also be aware that when a student follows through in the face of a difficult situation it shows commitment. Dropping a course mid semester, especially with a passing grade is not looked upon favorably and may weaken a student’s application. Grade point average is not the only factor in admissions. Choosing and maintaining a challenging curriculum is extremely important.

There may, of course, be extenuating circumstances that make it imperative that a student lighten his or her course load. If this is the case, we will do the best we can to accommodate this schedule change.

Please sign below to indicate your approval:

I am aware that my son/daughter _____ is planning to
drop _____, and I approve.

Parent Signature

Date