
Course Request Appeal Process and Form

Student Name _____ School year _____ Grade _____

Common Policy for ALL Classes

- Teacher Support
- For a student in the Learning Connections program, after consultation with parents and teachers, the recommendation must come from the Director of Learning Connections
- Work Ethic and Grit: Student attends all classes consistently and is punctual, turns in assignments, prepares for class, participates in class, works up to potential, shows initiative and attends additional class meetings (labs, prep-tests, etc.) as required by the teacher.

Grade Criteria for Entering Advanced Placement (AP) Classes

- Recommendation of the teacher in the subject area
- Meeting grade requirements, after the first semester, in preceding course of the same subject area.
 - Students in College Preparatory courses must fill out an appeal form.
 - 93% in an Honors level course
 - 83% in an AP level course
- AP Course Limits: Sophomores – 1, Juniors – 2, Seniors – 3 per year

Grade Criteria for Entering Honors Classes

- Recommendation of the teacher in the subject area
- Meeting grade requirements, after the first semester, in preceding course of the same subject area.
 - 93% in a College Prep level course
 - 83% in an Honors level course
 - 73% in an AP level course

Additional Specialized Course Criteria

- Foreign Language: 70% in Level I to move to Level II
- Math: 70% in Algebra I to move to Geometry or Algebra II

Course Request Appeal Process

Must be submitted by the end of May and not likely to be considered unless the grade from a preceding course in the same subject area is within a few points of the stated criteria.

Step One – Teacher Meeting

Contact the teacher of your current course to receive a complete explanation of why your request was not approved. This can take the form of a parent-teacher meeting but can be satisfied in a discussion between teacher and student. If the issue is resolved, please use course request form to show approval.

Teacher meeting conducted: Date _____ Teacher _____

Student _____ Parent (if applicable) _____

Comments _____

Step Two – Written Appeal

In writing either by document or email, briefly explain the basis for your appeal. Include any recognition/admission of lack of effort or performance in the prerequisite class that may have contributed to not meeting the criteria for approval of the course request, how this will be rectified in the future, and how being allowed to take this course will make a very significant impact on your educational goals and aspirations. Please attach your written appeal to this form or refer here to your email and to whom it was addressed:

Step Three – Review by the Grade Appeal Committee

A meeting will be convened of a committee composed of no fewer than four people to include 1) the Head of Upper School or his/her designee, 2) the department chair of the applicable area of academics or his/her designee, 3) the prerequisite teacher, and 4) a member of the guidance department. Others may be asked to join, including the teacher of the course being requested and additional faculty as deemed necessary. This review will be conducted in a timely and judicious manner.

A subsequent meeting may be called on behalf of the student and his/her parents as a means to help explain the rationale for any decision rendered by the Committee.

Committee appeal decision and rationale **Approved**_____ **Not approved**_____

Committee members: _____ Date _____

Head of Upper School _____

Department Chair _____

Faculty member _____

Guidance representative _____