

AP/HONORS LEVEL-CHANGE GUIDELINES & NON-NEGOTIABLES

The following document details level-changes, which are considered **after 3-weeks of classes**.

Please read this document carefully before contacting your counselor.

WHAT ARE LEVEL-CHANGES?:

- To “level-change” means that you are:
 - Moving from an AP/Honors course to an on-level course, or;
 - Moving from an AP course to an Honors course
- Level-changes are considered at the 3 weeks of classes.

GUIDELINES:

- Before requesting a level-change:
 - **Attend tutoring**
 - Communicate with your teacher
 - Communicate with your parents/guardians
- Level-changes **start with your teacher**
 - Teachers suggest/request level-changes, *not counselors*
 - Level-change forms are given out (when necessary) by teachers, *not counselors*

NON-NEGOTIABLES

- Once school has started, level-changes are considered at 3 weeks - **not before**
- Students cannot have credit for the new class
- There must be room in the new class in order for the change to be approved
- Students’ schedule may change due to the new class
- The grade will transfer to the new class
- Teachers give the forms to counselors once they are complete

(updated 10/2024)