

Procedure for Course Schedule Changes

Course schedule changes:

- Are authorized to help a student effectively progress in his or her program.
- Course schedule changes can be made when:
 1. A student satisfactorily completes a course of instruction, verified by the instructor.
 2. The student has an approved change of program, verified by a counselor.
 3. The sponsor or high school submits a written request.
 4. The student has significant change in employment hours, verified by employer.
 5. There is a \$ 5.00 service charge for schedule changes initiated by students for personal reasons. i.e. LOA, change in baby sitters, employment etc.
 6. All schedule changes initiated today will be effective the next day.
- In all cases, requests for schedule changes **MUST** be done in writing, using the approved OWATC "Course Change Request" (Form SSF7).