

Change of Course POLICY & PROCEDURES

Aim: Capstone College values student learning and in supporting students to enrich their learning. To this end, Capstone will endeavor to find ways within TASC course requirements to allow students to attain credit for the work and effort when changing courses. The TASC course integrity requirements include: Access, Course hours, Course content, Level of Course and Assessment.

Policy:

- to provide a framework to ensure that all students have an understanding of the meaning of changing into an existing course and the implications of changing into an existing course;
- to provide a system of procedures to allow a student to change courses.
- to ensure that there is a central system in place to keep adequate records of course change forms
- to distribute these guidelines to all teachers and parents and the Student Guidelines to senior students annually.
- to include these guidelines in the Senior Student Handbook and on the school website
- to provide the student or staff a right of appeal in the event of an unfavorable judgment by the Principal or delegate.



Procedure:

Capstone College will investigate how students may meet the integrity requirements of the course and TCE /TCEA attainment by:

- ascertaining the student's commitment to undertake supervised self-directed learning to meet the course hours, course content and assessment outside of timetabled class time.
- determining how, when and if possible, the releasing staff to supervise self-directed learning of a student/s.
- quality assuring change of course by discussing with TASC.
- notifying the student of the College's decision within 5 days of request date.

Students will:

- discuss the reason for change of course with the Principal or their delegate.
- commit to supervised self-directed learning and timetabled classes.
- understand the subject's requirements before enrolling into the course.
- will complete a request to change courses and submit the form to the Principal or their delegate



Change of Course request Form

Student Name: _____

I request to enroll in (course name)_____.

The reason for this request is:

I am committed to supervised self-directed learning and timetabled classes and I understand that Capstone College will investigate how students may meet the integrity requirements of the course.

Student's signature; _____ Date: _____

Processes for Capstone College

- 1 Initial discussion with student and parent (if applicable)
- 2 Determine the will and resilience of the student to complete the course
- 3 Investigate the College's ability to facilitate this request
- 4 Establishes that the course change maintains the integrity of the course/s.
- 5 Notify student of outcome within 5 school days of request.

Capstone College has agreed/ not agreed to the request for the change in course.

Student notified of decision on _____ Appeal date: _____

Principal's signature: _____ Date: _____

