

Registration Appeal Process

1. Student requests appeal form from their current same subject instructor.



2. Student completes appeal form and submits it to current same subject teacher.



3. Same subject teacher completes review of appeal.



4. Same subject teacher keeps all submitted appeals and submits to Department Chair.



5. Department discusses all submitted appeals internally and formulates a list of students who should be added to each course. ****See Below.



6. Department Chair submits to Guidance the lists of students to be added.



7. In fall of 17, teacher of courses issues a Student Academic Review Contract to each Approved Appeal Student as a reminder that they may be removed for not maintaining a minimum grade throughout the 1st semester.

******Each department may develop their own way of reviewing appeals. Two options may include:**

- a.) In the case of AP or Honors, student's current teacher may have conversation with the AP or Honors teacher of the program for 17/18 and make a determination.
- b.) In case of a regular class which has prerequisites, the department may all sit down together and make decisions on all of these students or you may simply pair the current teacher with a teacher of the 17/18 class together to make the determination.

Bottom line---

This should be an Inner-Departmental decision with input from current teacher and teachers of next year's class. Ultimately the Department Chair will submit the final lists of approved appeals for each course.

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