



COLLEGE POLICY DOCUMENT : Course/Subject Change Policy

The following policy has been drafted to ensure that there is a systematic process in place for students and teachers to follow when there is a need to change a course and/or subject. This document will henceforth be given to all students in their admission packs for them to digest and sign to before commencing classes.

The following steps will be followed for course change:

1. If a student has been on academic probation without desired improvement, the college may advise him/her to change to a more befitting course.
2. A student may also request a change of course or subject if the initial course proves unsuitable.
3. A course change form is then completed by the student and signed by his/her parents.
4. The completed form is handed over to the Head of Department (HOD) who then submits it to the Principal.
5. The Principal gives due consideration to the request, taking into account the grades of the student.
6. A decision is made by the HOD and the Principal which will be communicated to students/parents.
7. If the decision is negative the Principal will seek parental acquiescence before any party is informed. All documentation will be placed in the student's file.

NOTE

8. The college, acting within its capacity and experience reserves the right to decide which course a student should offer after exhausting all options given e.g. booster classes, etc in a defined time frame.

Student's Signature

Parent's Signature