

Student Change of Subject Policy

Purpose

The College dedicates time and resources to ensure pathway planning and subject advice is available to all students prior to subject selection. However each semester some students request to change subjects they have selected to complete as part of their course of study and the college needs to ensure this process is regulated.

Aim

- To ensure that the integrity of the parent/student information session, course selection process and pathways advice is not compromised by student indecision.
- To ensure student change of subject is made for the appropriate educational reasons.
- To ensure that all changes to student learning are approved by the appropriate college administrators.

Guidelines for change of subject

In general a subject change may only be permitted in the following circumstances and all changes are made with the signed approval of the student's House Leader:

- Where despite all efforts a student is obtaining less than satisfactory results. In this instance, the student will be identified as requiring a subject change by either:
 - their classroom teacher
 - their sub-school leader
 - student/parent consultation
 - student learning support
 - Principal, Assistant Principal
- The student, through career counselling, has identified a change of career/tertiary pathway and their current subject selection does not align. In this instance, recommended subject changes may be permitted for Year 10 – 12 students only.
- The student has selected subjects that they have already completed.
- A position in a particular subject desired by the student becomes available where previously through course selection processes it was not available.
- The student has unpaid subject fees limiting their ability to undertake all learning tasks.

A subject change will not be permitted in the following circumstances:

- The student does not like the teacher or certain classmates.
- The student wants to go to another class because their friends are there.
- The student indicates that they did not know what the subject was about when they selected it.
- The student's performance is due solely to a lack of application.
- The student has unpaid subject fees and the requested change increases a student's subject fee obligations. All subject fee's will need to be paid before any move can be authorised.

Change of subject times

In Years 8 to 12 students choose subjects for both semesters of the year from about the middle of Term 3 in the previous year.

- In most instances the college expects to make subject changes prior to the start of the next semester. Where this is not possible, subject changes will be finalised by the end of the third week of each semester. No subject changes will be permitted after this time.
- The exception to this is if a student is changing from VCE to VCAL. In this case students will be required to make their change after Term 1 or in consultation with the Applied Learning Leader.
- In Years 8, 9 and 10, students are given the opportunity to apply to change their semester subjects in the last two weeks of each semester and only for exceptional circumstances.

- Changes may be authorised outside the times outlined above in extenuating circumstances. Any change will need to be approved by the House Leader, Principal or Assistant Principal.
- The House Leader will access Edvels to review student selections, provide advice on selections and make suggestions for change, if a change of subject is requested by a student.
- 'Student Change of Subject Forms' are available from the House Leader only.
- A request to change subjects does not mean that the request will be automatically granted.
- When a class/subject reaches maximum capacity, no additional students can be enrolled in that class.
- Students may submit completed 'Change of Subject Forms' to the House Administration during breaks or before and after school.
- Students will know if their application for a change of subject selection has been successful when they receive a new timetable from the Administrator responsible for subject changes.
- No classroom teacher can add a new student to their classroom roll without the prior notification of the Administrator, responsible for entering subject changes .

Evaluation: This policy will be reviewed as part of the College's review cycle

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016

STUDENT CHANGE OF SUBJECT FORM

STUDENTS ARE TO REMAIN IN THEIR CURRENT CLASS UNTIL THEY RECEIVE A NEW TIMETABLE

Students are to ensure all parts of this form are completed.

Part A Student to complete:

Name: **Pastoral Class:**

Which subject do you want to change?
.....

What is your reason for changing?
.....
.....

Which subject(s) would you prefer to do instead? (list in order of preference)

1. 2.

What are your career goals?

1. 2.

By making this change I understand, I have taken responsibility of ensuring my subject choices meet my individual learning and career pathway plan

Only Year 11 & 12 students should complete the following:

By making this change do you still qualify for your VCE, VCAL, VET Certificate?	Yes	No
I have spoken with the Careers Adviser about this change of subject.	Yes	No

Part B House Leader to complete:

I have accessed the *First Class* database to see if this change is possible. I have discussed this change of subject with the student. The student has my approval to change from the following subject:
..... into (New subject).

I have discussed this change of subject with the student's Parent/Guardian: Yes No

HL: **Date:**

Signature:

Part C Parent/Guardian to complete:

Parent/Guardian:

Date:

Signature:

Has the student discussed this subject change with you? **Yes** **No**

Do you support this change? **Yes** **No**

I have had an opportunity to discuss this matter with the college. **Yes** **No**

I have read and agree to the college change of subject policy. **Yes** **No**

Part D Daily Organiser

This part is to be completed by the Senior School Administrator, responsible for entering subject changes and passed on to the VASS Administrator if required.

- Change has been made:
- Change is unable to be made:
(If change cannot be made, student is to return form to their Sub School Leader for further advice).
- New student timetable has been printed and provided to student:
- Subject teachers have been informed of change:

Subject: Teacher:
Subject: Teacher:
Subject: Teacher:
Subject: Teacher:
Subject: Teacher:

Daily Organiser: Trudi Johnson

Signature:

Date:

This form is to be returned to the Sub School Leader after Part D is completed to be filed in the students file.