

**Mercy Eligibility and Recommendation Process 2018-2019**  
**Updated Nov. 20**

Mercy offers three levels of classes: college preparatory, honors, and AP. Not all courses have an honors or AP equivalent. The course catalog details the classes offered as well as any prerequisites for those classes. The course catalog is released in January of each year.

**Eligibility**

Course eligibility is decided upon by recommendation of the current teacher in each content area and determines which classes students may request for the following academic year. Eligibility is determined by current grades and achievement, and the prerequisites for each level. Teachers input eligibility by Jan. 13, 2017, and students will be notified of their eligibility for the next year by their current teacher during the following week (Jan. 16-20). If a student is not made eligible for an honors or AP class and feels that she should be, she may follow the challenge process for that department, as noted below.

Once students understand their eligibility, they should discuss their future course-load with their family, teachers, and academic counselor. Students are required to meet with their academic counselor to discuss their choices before course requests are finalized.

**Course Requests**

Course requests are made on PowerSchool after the re-registration process is completed. Students whose re-registration fee is not paid will not be able to request classes until the fee is paid in full.

The course request period is Feb. 8 to March 3, 2017. Course requests are finalized on March 4.

Students requesting an AP class must submit their AP contract with payment by Feb. 8 to Mrs. Morello. Students whose contracts are not completed will not remain eligible for AP classes.

Students requesting a Tri-School class at Serra or Notre Dame must complete a Tri-School contract by April 30. Students who do not complete the contract on time will be removed from off-campus Tri-School classes.

**Course request conflicts**

Students must request two alternate courses. If an irresolvable scheduling conflict exists, alternate courses may be substituted without student notification. In the absence of an alternate, an elective will be chosen for the student.

**Challenge process by department**

All departments:

Students who are not initially made eligible for honors/AP classes may request a test to challenge their eligibility. Challenge tests are the week of Jan. 20.

**English:**

All students currently enrolled in AP or honors will have the following evaluated to continue their eligibility.

1. Writing sample from current class evaluated by future AP/Honors teacher
2. Teacher recommendation checklist from current teacher
3. Current 1st semester grade

Teachers will determine eligibility during Christmas Break for AP and Honors Students

All students who would like to test into AP or honors will have the following evaluated in regards to their eligibility. (Room 115 - 1/18 - 1:30pm)

1. Complete a timed writing sample during collab the week before the challenge date evaluated by future AP/Honors teacher
2. Teacher recommendation checklist from current teacher
3. Current 1st semester grade

Teachers will determine eligibility over the weekend for those who would like to move up to an AP or Honors class.

All students will be able to challenge their eligibility by providing a timed writing sample during collab during the challenge week. (Room 115 -1/24 - 1:30pm)

**History:** All students not accepted initially will need to complete a test which includes a writing component for AP World, AP Psychology, AP Government, and AP US History. This will be given on January 24th in room 109 at 3:00.

**Math:** All students not accepted initially will need to request a challenge test. Challenge tests will be given in Room 216R on January 22 at 2:40 PM.

**Science:** Students not eligible for Honors Chemistry should see Dr. Bradley in room 104R for challenge test information. Challenge tests for all other honors and AP science courses will be given in room 109R on January 23 at 2:40.

**World Language:** Students in a non-honors course wanting to challenge Honors and AP eligibility must meet with Ms. Castillo (Spanish) or Ms. Barthe (French) for an oral interview as well as produce a writing sample. Please schedule with teacher for after school interview/writing Jan.20-25  
No challenge process is necessary for VPA or Religion classes

#### **Course changes before March 4**

Course requests are not finalized until March 4. Any changes to the student's initial requests within the normal window should be discussed with the counselor and made in PowerSchool.

#### **Course changes after March 4**

Course requests made after March 4 are highly discouraged and are not always honored. The process is designed so that families have time to make these decisions with input from counselors and teachers ahead of March 4, when Mercy begins to build its master schedule. The school determines which classes to run based on course requests. Hiring decisions, room use, scheduling, and teacher selections are all based on these requests. When a student changes her request after the schedule is made, she impacts more than just her own schedule.

Course request changes require the Add/Drop form and approval of the Assistant Head of School for Academics.