

ADD/DROP POLICY ON STUDENT SCHEDULES

There are instances when adding or dropping classes is both feasible and advisable. Generally, if courses are carefully selected in relation to the student's ability, achievement and interests, changing classes will not be necessary. Failing a course is not usually sufficient reason for dropping a course. Only under extenuating circumstances and after the following procedures have been followed will a student be permitted to change his or her class schedule.

I. POLICIES

- A. After the issuance of the student's first schedule of a parental approved program, schedule changes will be allowed under the following circumstances only.
 - 1. The student's program has a shortage of credits for promotion purposes or for maintaining full-time status.
 - 2. There is an error in the placement of a student.
 - 3. A prerequisite has not been met (i.e. a required course was failed or not taken).
 - 4. There is a scheduling error or conflict.
 - 5. Credits were not earned through some previously approved alternate program (i.e. summer school).
 - 6. Any changes requested from parents and/or school personnel that have been approved by the administration.
- B. Students may strengthen their academic programs by adding a course in place of study hall.
- C. All program changes require parental approval.
- D. Students may not drop courses without adding a replacement if the course load drops below the minimum number of courses required to maintain full-time status. The minimum amount of classes a full time student can be enrolled in is 6 per trimester and/or attempting to earn 6 credits per year. No student is enrolled on a part-time basis.

II. TIME PERIOD

- A. The first seven days of the first trimester (for a full year or trimester course).
- B. The first five days of the second and third trimesters (for trimester courses only).

III. REGULATIONS

- A. Students may change classes within the time period established above with no penalty.
- B. Students adding classes within this time period are required to make-up missed work.
- C. If a student withdraws from a course after the first seven days, the student's permanent record will state (W/F) withdrew failing and will receive a grade of 55 which will be calculated into the trimester GPA.
- D. Students who drop a course without adding a replacement will be assigned a study hall, as long as they have a total of 6 credit courses.
- E. No changes may take place after the add/drop period of school except upon the initiation of a faculty member and approval by the guidance office.
- F. The following are examples of schedule changes that will not be allowed.
 - 1. Schedule juggling to accommodate personal circumstances.
 - 2. Perceived personality conflicts with the teacher or other students.
 - 3. Failing a subject without applying reasonable effort.
 - 4. Lateral moves between teachers of the same subject at the same level.
Exception: Administrative decision to adjust class size.