

Course Withdrawal Policy 2023-2024

At the start of a new school year, there will be a 4-week add/drop period in which schedule changes may be made without being notated on a student's high school transcript. (Note: all requests for schedule changes must fall within the guidelines for schedule changes set forth by the school counseling department, must be approved by the school counselor or building administration, and an appropriate course must be added to the student's schedule to replace the course being dropped.)

After the four-week add/drop period concludes: Students may request to withdraw from a course; however, the dropped course will be reflected on their transcript and a withdrawal grade issued (WP - withdraw/pass (course average 65+ at the time of withdrawal); WF - withdraw/fail (course average less than 65 at the time of withdrawal). Any requests to withdraw from a class after the four-week add/drop period ends must be approved and signed off by the student's assistant principal.

Level changes from one level to another of the same course will not receive a withdrawal grade.

Deadline to drop a course without penalty on the transcript: **October 6, 2023**