

I. Deadline for Drop/Add After Labor Day

- A. Full year courses will have a drop/add cut-off of September 30.
- B. Half year courses will have a drop/add cut-off as follows:
 - Fall Semester: September 15
 - Spring Semester: February 15
- C. If the drop/add date falls on a weekend date or a non-school day, the drop-add deadline is the next official school day.

II. Procedures for Drop/Add After Labor Day and Before the Deadline for Drop/Add

- A. Student must complete a *Drop/Add Request Form*. (See IIE-E1)
- B. Completed forms must be signed by the parent/guardian.
- C. Teachers' signatures are recorded on the *Drop/Add Request Form* for the course being dropped and added. Signatures indicate acknowledgement that the drop/add process is taking place and that all books and materials have been returned.
- D. Failure to return all books and materials will result in the denial of the drop/add request.
- E. Counselors are responsible for entering class changes in the electronic student information system.

III. Drop/Add Procedure after Deadlines Specified in I.A. – I.C.

- A. Extenuating circumstances will be reviewed on a case by case basis by the teacher and counselor, with the final decision resting with the principal.
- B. Procedures as noted in II C. through II E. will be applied to students with extenuating circumstances.
- C. Students requesting to drop a course not required for graduation will be withdrawn and receive a letter grade of F on the transcript.
- D. A failing grade is not a reason for dropping a class. Students dropping a class after the drop/add deadline without an accepted extenuating circumstance will receive a letter grade of F on the transcript. The teacher of the dropped course will post a letter grade of F in the grade book before posting the grades for the marking period in which the drop occurs.

IV. Grades

- A. The teacher of the replacement course will enter a mirror grade for the time during the current marking period in which the student was in the dropped course.
- B. A withdrawal (W) may be issued for the course being dropped at the principal's discretion.