

STUDENT SCHEDULES AND COURSE LOADS**Student Schedule Changes**

Relatively few schedule changes should be necessary after the completion of schedule adjustments made as a result of June failures and/or final grades which make changes mandatory or desirable. Following the receipt of Summer School grades, a limited number of additional changes become necessary. They must be completed no later than the fourth Friday in August.

Schedule Changes Procedures

Once school has started, the following procedures will be followed regarding schedule changes:

1. A student cannot begin a course after twenty (20) days of instruction have occurred in that course unless the change in schedule is mutually agreed to by the parents and the Principal. This requirement may be waived by the Principal when a pupil transfers from another school or when other special circumstances warrant it.
2. When a course is dropped prior to the completion of the first quarter and after the first twenty (20) days of instruction, the following will be entered on the student's permanent record: name of the course, the notation "dropped", the date the course was dropped, and the reason for dropping the course.
3. When a course is dropped after the last date scheduled on the academic calendar for dropping a semester or full-year course, the following will be entered on the student's permanent record: name of the course, the notation "WF" (withdrawn failing) or "WP" (withdrawn passing), the date the course was dropped, and the reason for dropping the course.
4. No partial credit will be granted for a course dropped prior to the completion of the announced duration of the course. One-half unit of credit will be given only for courses announced as terminating after one semester of work. Partial credit will not be given for completing one semester of a course identified as a full-year offering.
5. Marks recorded to indicate the student's status when a course was dropped will not be used in the computation of cumulative averages and rank in class. The information regarding dropped courses as indicated above will, however, be reported as part of student transcripts.

Revised: July 22, 2008