



### **Course Load:**

- Freshmen, sophomores and juniors are expected to take at least 6.5 credits each year.
- Seniors are expected to take at least 5.5 credits senior year.

### **Level Change Requests:**

- If parent, student, teacher and counselor agree that a level change is necessary, the change can be made without a conference.
- If any one of the above is in disagreement with the level change, a conference will be held to discuss the proper course placement.
- If a student changes to a less rigorous course before the end of September, no grades will be transferred to the new course. If a student changes level after the end of September, pro-rated grades will be transferred to the new course. Once a student changes levels, the receiving teacher will have discretion to determine the need for make-up work and re-testing.

### **Course Adds:**

- Students may not add courses after the second full week of that class, unless a level change is recommended and approved by the teachers and parent.

### **Course Drops:**

- No drops will be allowed until a student has attended class at least 3 days.
- During the first 5 weeks of a course, students may drop a course without it appearing on their transcript. Signatures of approval from the teacher, parent and counselor on the Schedule Change Request Form are required; however, students must still maintain the minimum course load.
  - **Full-year courses:**
    - ❖ Approved drops that occur after the 5<sup>th</sup> week of class and before the start of the second semester will result in “WP” (Withdraw Passing) or “WF” (Withdraw Failing) on the Report Card and on the Transcript.
    - ❖ No drops will be allowed after the second week of the second semester.
  - **First semester courses:**
    - ❖ Approved drops that occur after the 5<sup>th</sup> week of class and before the end of Q1 will result in “WP” (Withdraw Passing) or “WF” (Withdraw Failing) on the Report Card and on the Transcript.
    - ❖ No drops will be allowed after Q1 ends.
  - **Second semester courses:**
    - ❖ Approved drops that occur after the 25 week marking period ends and before the end of Q3 will result in “WP” (Withdraw Passing) or “WF” (Withdraw Failing) on the Report Card and on the Transcript.
    - ❖ No drops will be allowed after Q3 ends.