



Course Adjustment Period Policy

A “Course Adjustment Period” for full-year, first semester and second semester classes will be established annually by the School Counseling Department. The schedule will denote the dates through which a student may adjust his/her class schedule.

The Course Adjustment Period will be available in the School Counseling Office and published online at the School Counseling Department portal of the Thornton Academy website.

Associate Protocols

The following protocols govern course adjustments:

- The student will meet with his/her school counselor to make desired adjustments.
- Changes to the level of core classes will include consultation with teachers and parents.
- No first semester or full-year classes will be added to a student’s schedule after the date established in the Course Adjustment Period.
- No second semester classes will be added to a student’s schedule after the date established in the Course Adjustment Period.

School counselors will review and respond to all requests in as timely a manner as possible, either meeting with the student or contacting him/her via email.

All classes dropped after the Course Adjustment Period is over will result in a “W” on the transcript. A school counselor, after consulting the Director of School Counseling, may adjust any of the above protocols in the case of extenuating circumstances.

At the start of school, students with schedule errors will be given priority in the Course Adjustment Period. Only the following situations will be considered “schedule errors” for the purposes of this policy:

- The lack of a class or study hall assignment in one or more blocks
- The lack of a required core class (i.e., English, math, science, history)

- One or more incorrect class assignments (e.g., a freshman assigned to a junior English class)
- A schedule that reflects fewer than five (5) total credits

Dropping a class

- A student wishing to drop a class after the Course Adjustment Period must discuss the reasoning for the drop with his/her school counselor.
- The return of a completed course withdrawal form with approval signatures from the teacher and his/her parent(s) will be required by the established due date:
 - Full-year classes may not be dropped after fourth quarter has begun.
 - Semester classes may not be dropped after 12 weeks.