

## INSTRUCTION

### Adding or Dropping a Course by a High School Student

Recognizing the individuality of students and the need to provide options that allow students to add or drop courses in their educational pursuit, the following will prevail:

1. A high school student may add courses during the first ten (10) school days of a semester, provided there are vacancies in the desired course.
2. A high school student may drop a course during the first twenty (20) school days of a semester with parental permission without having an academic grade placed on the permanent record.
3. Students enrolled in a course with nontraditional or nondaily meeting times may drop a course during the first twenty (20) hours of meeting time of a semester with parental permission without having an academic grade placed on the permanent record. **Building principals may waive the ten-day and twenty-day requirements in unique situations.**
5. Building principals shall develop procedures for adding or dropping courses.

Adopted: February 14, 1996  
Revised: December 9, 1998  
October 11, 2017