



To: All Teachers
 From: Guidance Department

Westhill Request of Course Change Policy

- Add/ drop period ends two weeks from the start of the semester; during this time, students may make course changes.
- Students may not switch levels after quarter 1. Exceptions may be made for students with IEPs, 504s, or SRBI recommendations. Students newly arrived to Westhill may be exceptions.
- Withdrawal from a course *will* result in a “W” if the withdrawal occurs after the first marking period in a semester course or after the first semester in a full-year course.
- If a student is failing a full-year elective, the student can switch *after* midterms to find a semester course. Students in a semester course *may not* switch to a different semester course after the drop/add period of two weeks.
- Grades follow students to the next course level regardless of drop time.
- Grades are “as is,” except for a numeric grade less than 59. That grade becomes a 59 in the new course.
- Grade weighting will be applied upon successful completion of the course and is reflected on the student's transcript.
- No World Language course changes may be made without the approval of the World Language Department Head in consultation with the language teacher.
- It is expected that all materials be returned to the teacher.
- Courses that are taken beyond the graduation requirements are considered electives.

THE ABOVE IS SUBJECT TO CHANGE PER ADMINISTRATIVE DISCRETION

<i>Type of Movement</i>	<i>When can a Move Happen?</i>	<i>How will a Student be Graded in the New Course?</i>	<i>What Content is the Student Responsible for in the New Course?</i>
<i>I. Add a course without dropping a previously scheduled course</i>	See add/drop time frame.	All assignments graded	All course work (including any summer work). Students and teachers will develop a plan to catch up on work.
<i>II. Drop a course without adding a new course</i>	See add/drop time frame		
<i>III. Movement To Course with Parallel Curriculum</i>	For Full Year Course: End of 1st Quarter For Semester Courses which are graduation requirements: End of 1st Quarter or End of 3rd Quarter	Grades follow from the previous class.	All material
<i>IV. Movement to a Course Without a Parallel Curriculum</i>	See add/drop time frame	At teacher discretion	Same as “add” a course