

INSTRUCTIONAL ARRANGEMENTS  
STUDENT SCHEDULES

EED  
(REGULATION)

SECONDARY  
SCHEDULE CHANGES,  
LATE ENROLLMENT  
CREDIT, AND GRADES

Schedule changes after a student's schedule is established are discouraged and will be approved only under the following circumstances:

1. Completion of a scheduled course or an alternate requirement for a scheduled course in summer school, by credit by examination with prior instruction, by credit by examination without prior instruction, or by correspondence course.
2. Failure of a course prerequisite to a scheduled course.
3. Change in the senior year to a course required for graduation.
4. Removal of a scheduled course from the school schedule.
5. Removal from the major activity associated with the course (e.g., dismissed from drill team; failure to make a team).
6. Exceptional circumstances reviewed by the counselor and approved by the associate principal for instruction. Schedule changes that result in changes in the weighting of grade points will be approved in exceptional circumstances only and will be subject to thorough review.

CREDITS AND  
GRADES

According to state law, a high school student may not be given credit for a course if the student has not attended 90 percent of the days the class was offered. The grade earned will be posted with an asterisk attached to denote the loss of credit. The earned grade will carry appropriate grade points for GPA purposes. Middle school students taking courses for high school credit must also meet the 90 percent attendance requirement.

For credits and grades associated with schedule changes during the semester:

1. When a student withdraws from a class, the student's withdrawal grade will be recorded on the transcript and will count as a course attempt in the calculation of grade point average.
  - a. A student who drops a course prior to 15 school days after the beginning of a semester will be eligible to enroll in another course and be eligible to receive credit.
  - b. A student who drops a course after 15 school days and enrolls in another course will be at risk of not receiving credit for the class if the student is not able to demonstrate mastery of the course objectives to the satisfaction of the attendance committee at the end of the semester.
2. When a student enters a new course, the student's grade in the new course will be based entirely on work associated with

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the new course. No grades will be carried forward from one course to another. However, when a student changes a course level (example: Pre-APAP to grade level, or grade level to Pre-AP/AP), the grade from the previous level is carried forward to the new course, subject to exit time lines and grade adjustment procedures established by administrative regulations. Grade points will be awarded on the basis of the average applied to the new level.

3. A student whose withdrawal grade is failing will be ineligible to participate in extracurricular activities for the three weeks following that grading period.

CHANGES FROM  
PHYSICAL EDUCATION  
SUBSTITUTES

A change from athletics, drill team, band, cooperative work programs, or cheerleading to physical education will be treated as a level change and will be governed by the same rules except that the change may occur at any time during the semester [see CHANGE IN COURSE LEVEL, above].

A change from athletics, drill team, band, cooperative work programs, or cheerleading to any course other than physical education will be treated as a course change and will be governed by the rules in CREDITS AND GRADES, above.

LATE ENROLLMENT IN  
SCHOOL

A student who enrolls after the 15th class day of a semester and who has not been enrolled in another school that semester will be at risk of not receiving credit for the classes taken.

At the end of the semester, the student will be given an opportunity to provide documentation to the attendance committee that the student's attendance and work in the classes warrant award of credit.

GENERAL MINIMUM  
ENROLLMENT  
REQUIREMENT

To receive credit for any class, freshmen, sophomores, and juniors must be enrolled in three units of credit per semester. Seniors who need fewer than 2.5 credits to graduate may enroll in the number of courses needed for high school graduation. To remain eligible for extracurricular participation, a student must be enrolled for at least 2.5 credits per semester, except in cases in which the student needs fewer than 2.5 credits to graduate. Even in these cases, a student must be enrolled in at least 2.5 credits to remain eligible for participation in extracurricular activities.

APPROVAL OF  
ALTERNATIVE  
COURSE  
ENROLLMENTS

Approval of the associate superintendent for curriculum and instructional Services or designee will be required for a student to enroll in an approved commercial physical education program and/or approved correspondence courses in order to meet minimum credit enrollment requirements. [See also EIF(LOCAL)]