

CHANGING YOUR SCHEDULE

All reasonable attempts will be made to grant requests for courses. Alternatives will be used if necessary. It is important to note that schedule conflicts are different from student or parent-initiated requests for schedule changes

Requesting Schedule Changes

Reasons allowed for schedule changes:

- There is a gap in the student's schedule and/or the student is registered for two classes in the same hour.
- The student didn't register for a class required for graduation.
- There was an error and a student was placed in a class that was not requested.
- The student is scheduled for the same class twice.
- The student failed a class and needs to repeat the course.

Schedule changes will NOT be approved if:

- The student is trying to re-arrange their schedule to be with friends or a different lunch.
- The student is requesting a different teacher (unless the student failed a class with that teacher previously).
- The student is trying to re-arrange for early release or late start (seniors only).
- The student changed their mind about what was requested at registration.

Adding classes will only be considered for the following reasons:

- **Students are allowed four days for adding a new class without penalty.**
- A class is offered in an hour that a study hall has been scheduled.
- There is room in the course.
- The request to add is made before the end of the first week of school.

If your schedule changes meet any of these criteria, the change request form, available in the counselor's office, should be filled out completely including any required signatures.

Students who need to see a counselor should do so before school, during lunch or study hall, or after school. All final decisions on next year's course requests need to be resolved with the counselor prior to the end of the school year.

Dropping Classes

Semester Courses (i.e. Health, Physical Education, Psychology): Students will have **ten school days** after the start of first grade period to drop without penalty.

Sequential/Year-long Semester Courses (i.e. English 10, Geometry, United States History, Biology, Mathematics):

- **First Semester** - Students will have **ten school days** after the start of the first grade period to drop without penalty.
- **Second Semester** - Students will have **ten school days** after the start of the second semester to drop a second semester class without penalty.

Students who choose to drop a class after the above-mentioned timelines would have as part of their transcript a record of their credit(s) attempted and credits earned. Example: If a student drops a class after the deadline, regardless of the grade earned at the time, the student will receive no credit and will receive a grade of "I". The grade point average will be permanently affected since this would be a credit attempted, but no credit earned.

NOTE: The current policy relative to removing a student from a class due to lack of attendance remains in effect. That is, any student removed from a class due to excessive trancies or absences will receive no

credit and a permanent "I" grade. The grade point average will be permanently affected since this would be credit attempted, but no credit earned. (Information can be found on excessive trancies or absences in the [Family and Student Handbook](#).)

Repeating required course

Repeating a course for credit refers to a high school course repeated via any delivery model, this includes online and seat based. Repeating **required** courses will only be allowed if a student receives a failing grade in that course. Students who have earned a grade of D or better in a course may repeat a course, but may not earn additional credit toward graduation *by* repeating the course. Students who repeat the course and earn a passing grade forfeit the credit previously earned. Students who repeat the course and then earn an F *do* retain credit earned from the previous attempt. In both cases, a student who fails a course may retake the course.

Repeating Elective Courses

Elective courses may be repeated for additional credit as long as a different curriculum is provided to the student. An example would be a course where students are expected or could enroll in a class on a continuing basis with additional new curricular content, and the use of the same course number is recurring. The repeatable courses are identified with the icon in the course description. Additional credits may be earned for repeatable courses. Examples of repeatable courses: Advanced Band, Personal Fitness 2, and Career Development Internship.