

West Chicago Community High School: Class drop form

CLASS DROPS

There is no penalty for students who choose to drop a course within the first two weeks of each semester. After two weeks, students dropping a course receive a grade of W (withdrawal). After four weeks, students dropping a course receive a grade of WF (withdraw fail). After 60 days, students dropping a course receive a grade of F (fail). Grades of W or WF are not calculated into a student's grade point average. Students who drop a course will be enrolled in a study period in its place. Dropping a class can impact various areas of a student's post-secondary plan (such as a student's GPA, college admissions opportunities, scholarship opportunities, placement, etc.) Students should consider all options carefully before proceeding with a class drop.

Class drop process:

1. A conference needs to be held between student and counselor to discuss the drop

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| <ol style="list-style-type: none"> 2. If drop is occurring within the first two weeks of the semester and is an elective (non-core) class: <ol style="list-style-type: none"> a. Counselor will discuss the pros/cons of dropping with both student and parent and will advise of the potential impact of dropping the class b. If student still wants to drop the course, he/she will complete this form, including student and parent signatures, and turn the form in to the Counselor (no teacher/division head signature required) c. Counselor will make the change in the schedule and communicate to all parties (teacher, student, parent) | <ol style="list-style-type: none"> 2. If drop is an elective (non-core) class drop requested <u>after the first two weeks of the semester</u> or if drop is a non-elective (core) class--no matter when in the semester it is requested: <ol style="list-style-type: none"> a. Counselor will discuss the pros/cons of dropping with both student and parent and will advise of the potential impact of dropping the class b. If student still wants to drop the course, Counselor will provide this form to the student 3. Student will meet with teacher to discuss the drop 4. If the teacher approves and agrees with the drop <ol style="list-style-type: none"> a. Teacher will sign this class drop form b. Teacher will direct student to obtain final approval from Division Head 5. Both student and parent will sign this form 6. Student provides this drop form to the Division Head and meets with him/her for final approval <ol style="list-style-type: none"> a. If the Division Head approves, the Division Head indicates such on the form, makes a copy for the student, and provides the original to Counselor b. If the Division Head does not approve, the Division Head indicates such on the form, makes a copy for the student, notifies the teacher and parent, and provides original to Counselor 7. If approved, the Counselor will make the change in the schedule (dropping the class and adding study period) and will communicate with all parties (teacher, student, parent, Division Head) when the change will take effect |
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Student name: _____ ID: _____ Date: _____

Counselor: _____ Current class: _____ Teacher: _____

Reason for drop: _____

Student signature: _____ Parent signature: _____

Teacher signature: _____ Current grade when dropped: _____

Division Head signature: _____ (circle one) Approve Not approve

Counselor (schedule change): _____