

SCHEDULE CHANGES

READ COMPLETELY

Course Schedules with specific information will be available on August 26, 2025, at noon.

Our master schedule has been carefully designed to reflect student preferences and enrollment requests with multiple opportunities offered during the spring for students to finalize their selections. At this stage, we are unable to accommodate schedule adjustments—except in the event of an administrative error. We appreciate your understanding that last-minute requests—such as changing periods or selecting specific teachers—cannot be honored at this point in the process.

In February & March, when the Guidance Department met with you to discuss scheduling, you were directed to choose your classes carefully – particularly your electives. Therefore, the only schedule changes that counselors will be able to make must meet one of the following categories:

1. A required course has been omitted from your program.
2. You have been scheduled for a course which you have previously passed.
3. You have been scheduled for the same course twice.
4. You have been scheduled for a course that you passed in summer school.
5. You have less than 8 required courses in your schedule.

Please review the course list. Every grade 9, 10, and 11 student should have a course in each of the following required academic content areas—mathematics, physical education, science, English, history and world language. In some cases, science may be listed twice to indicate a laboratory period. This is **NOT** an error.

Grade 9 Parents and Students please be aware of the following:

Listed on every freshman's schedule is "Freshman Advisory." Students will meet at lunch once a week (Tuesday, Wednesday, Thursday). This class, required for graduation, will focus on adjusting to high school, executive functioning & study skills, and career development among other topics.

If there is an error in your schedule, as per the six criteria listed above, please e-mail Mr. O'Hara at johara@mahwah.k12.nj.us. **Please do not call or stop by the guidance office for scheduling concerns as they can be handled more efficiently via e-mail.**

If you have difficulty accessing the parent portal, please contact the guidance office at nmariani@mahwah.k12.nj.us or dwright@mahwah.k12.nj.us

ADDING COURSES

After teacher, parent, and counselor consultation, students may add courses before the semester begins if class enrollments permit. No additions will be permitted after the first ten days of a semester course or the first twenty days of a full-year course.

WITHDRAWING FROM A COURSE

Students may withdraw from a course only after parent, teacher, and counselor consultation, and signature of department supervisor. Semester courses dropped after ten school days, and year courses dropped after twenty school days, regardless of when the student enrolls in Mahwah High School, will carry a grade of WF (withdrawn failing) on the student's permanent record.

Seniors who withdraw from a class (WF, WA) without administrative approval, after the deadline forfeit off campus privileges for study hall. Students may not withdraw from a full-year course after the completion of the third marking period.

COURSE CODES AND COURSE GRADE

WA = Withdrawal due to attendance (cutting class) Course grade = 0

WF = Withdrawal after withdrawal deadline Course grade = 0

I = Incomplete grade Course grade = 55 (if course work is not completed 10 school days after the close of the marking period).

COURSE LEVEL CHANGES

Parent, counselor, teacher, and department supervisor's recommendation and signatures are required when students request to change the level of a course. **Requests for semester course level changes after ten days, and for year courses after twenty days**, require approval from the principal and the original course will remain on the transcript and be designated a grade code of W (Withdrawal). All numerical grades and attendance codes will transfer to the new course and will receive the new course's weighting for ranking purposes.