

Garden City High School Add/Drop/Level Change Policy
DRAFT- December 2018

Schedule changes will only be considered for sound educational reasons and must have the approval of all involved parties.

- SENIORS must carry a minimum of six classes in addition to Physical Education each semester.
- Students must use the official Add/Drop/Level Change form when requesting a change.
- The appropriate deadline will be met if the form is dated/received by the Counseling Center by the designated date.
- Students will not be able to drop any class for the first five days of each semester unless there is an error or extenuating circumstance.

DROP:

No indication will be made on the student's record if the course is dropped:
Semester one and year long courses: within 12 school days of semester one

DATE:

Semester two courses: within 12 school days of semester two

DATE:

No drop date: After the above dates, courses dropped will be indicated by a WP (withdrawn pass) or WF (withdrawn failing) as appropriate until the no drop date. No partial credit will be awarded. Dropped courses in which a student earns a WP or WF will not be computed in the average but will be indicated on the transcript. All requests for WP/WF will be presented to the GCHS Student Review Team (SRT). The SRT must support the request for a WP/WF and the principal must approve the request.

ADD:

Semester one and year long courses must be added within the first 12 days of school.

DATE:

Semester two courses will be added within the first 12 days of semester two.

DATE:

LEVEL CHANGE:

Level changes down will be permitted until week 15 of the school year.

DATE:

Students are encouraged to remain seated in honors or advanced placement or college level courses. If a student drops a level between week 10 and 15, their grade will be adjusted by 5%.