

**Garden City High School Add/Drop/Level Change Policy**  
**DRAFT- January 2019**

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:**

A dropped course will not appear on the student's record if it is dropped within 15 school days of the start of school **DROP DATE DEADLINE** is \_\_\_\_\_. For semester two courses, the 15 day **DROP DATE DEADLINE** is \_\_\_\_\_.

**WITHDRAW (W):**

If a course is dropped after the DROP DATE DEADLINE (above), a W will be indicated on a student's transcript; grades from these courses will not be computed in a student's average. No partial credit will be awarded. All requests for W must be presented to the GCHS Student Review Team (SRT). The SRT must support the request for a W and the principal must approve the request.

**ADD:**

Students will be permitted to add a first semester or year long course within the first 15 days of school **ADD DATE DEADLINE** is \_\_\_\_\_. For a semester two courses, the 15 day **ADD DATE DEADLINE** is \_\_\_\_\_.

**LEVEL CHANGE:**

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

**DATE:**

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

**Issues:**

- Teachers will need to administer a minimum of one assessment, grade and return it to students in advance of the 15 day deadline for add/drop.
- Guidance will review the schedule requests of rising seniors to ensure that they have 6 plus PE or if doubtful about the senior's potential success in a course, add a 7th course request.

