



## ALLIANCE HIGH SCHOOL

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### SCHEDULE CHANGES

The development of a student schedule is one of the most important events which take place during the school year. The student schedule is the product of input from counselors, teachers, parents and the student. The decisions which go into the selection of courses must be responsible ones. Classes are arranged and schedules set up on the basis of class choices made in the spring. Students are strongly encouraged to carefully select their courses because fall schedule changes are disruptive and will be very limited.

#### *Schedule Changes*

Changes in a student's schedule will only be considered for the following reasons:

- Change into a career/technical program
- Master schedule conflict between classes chosen in the spring
- Two or more study halls or no study halls
- Lacking a course needed to graduate
- Changes due to summer-school enrollment
- Conflicts with post-secondary enrollment
- Change a study hall to an office aide
- Obvious error in schedule

\*All other requests outside these parameters must be submitted to and approved by an administrator.\*

Changes in a student's high school schedule will *not* be considered for the following reasons:

- To change the student's lunch
- To have classes with friends
- Student or parent desire for another instructor
- Student requested the course but no longer desires it

Students must keep a minimum of 7 credits (freshman, sophomore and junior) or 5 credits (senior).

#### *Class Drop Policy:*

In the case of extenuating circumstances, a procedure for requesting a drop may be implemented after classes have begun. The administration may approve a class drop without penalty during the **first 10 days** of class of either semester. At the start of the **11th** day of coursework, an approved class drop will result in a Withdrawn Fail (WF) grade for the semester. A "WF" will affect your GPA. A drop after the 11th day will affect GPA and social-probation status.

#### *Class Add Policy:*

Within the **first 6 days of each semester** of school, a student may add a course in place of a study hall with approval of the teacher and guidance/administration, as long as space is available. Class additions at semester break are limited.

#### *College Credit Plus Add and Drop Policy:*

Deadlines for adding and dropping a face-to-face CCP course will be the same as the policy of the institution (University of Mount Union, Stark State and Kent State) awarding credit. **A student who drops a face-to-face CCP course will remain in the course as a non-CCP student for the remainder of the semester.**