

Scheduling Changes to Drop or Add a Course

Every effort is made to schedule students in the spring for the following year. If changes do have to be made, they are done according to the following guidelines.

Schedules **MAY** be adjusted if any of the following conditions exist:

- Incomplete schedule;
- Duplication of courses;
- Seniors who lack a required course for graduation;
- Lack a pre-requisite or approval for a scheduled course;
- Completion of the course (this may have happened through summer school attendance);
- Re-enrollment in a course in which the student received a failing grade or no credit;
- Students are expected to take a minimum of five courses plus Physical Education during the year.

Schedules **WILL NOT** be adjusted for the following conditions:

- Preference for a different period or semester (Example: Most people pass Economics whether they take it first semester or second semester);
- Preference for a different lunch period;
- Preference to be with friends in class;
- Change of mind about taking the course.

All students must attend the classes on their current schedule until the classes are rescheduled. Attendance records will be forwarded to the new class. Students who have incomplete schedules should report to the Counseling Center.

WITHIN TWO WEEK DROP/ADD PERIOD

Students wishing to drop a class must submit a "Request for Schedule Change" form describing the request. This form must have a parent/guardian signature (verbal notification from parent/guardian is also acceptable). Schedule changes made within the first two weeks of the class start date may be made at the discretion of the Guidance Counselor without penalty.

AFTER TWO WEEK DROP/ADD PERIOD

Schedule changes after the first two weeks of class will require a conference with the student, counselor, administrator, parent, and possibly the teacher. The High School Principal will make the final decision. An approval for dropping a class at this point requires communication with all parties involved.

NOTE: Students must adhere to the CCS local five credits plus PE policy. In other words, some students may need to pick up an additional course to replace the class being dropped. Students may not drop a course that is required to graduate. A full year course may not be entered late for 1/2 credit.

REPORTING GRADES

If the drop occurs within the first two weeks of school there is no penalty. The class will not show up on the report card or permanent record card.

If the drop occurs after the first two weeks of school, this may be reported as a Drop. A student dropping a class due to extenuating circumstances after the two week period may be reported as a Drop with special permission from the Principal. All Drops will be reported on the report card, permanent record card, and transcript. A Drop does not get factored into the Cumulative Grade Point Average and does not effect class rank. A Drop/Fail will be calculated into Cumulative Grade Point Average as a 50% if more than half of the class has lapsed before the drop occurs.

COLLEGE COURSES

Students who are taking college level courses at CCS must also complete the necessary paperwork from the college to withdraw from the class.