

2023-2024 Course Change Policy

According to Superintendent's Regulation 4710-R, a student's selection of specific courses involves a commitment to those subjects. It also involves factors such as staffing and classroom usage that have cost implications. Consequently, a student should consider withdrawing from a course only for the most serious academic and personal reasons, and only after consultation with parents, teacher and school counselor. Students are expected to continue following their current schedule until any changes are approved.

Students requesting schedule changes should access the form located on the District website under parents/students. Students should use the username and password they utilize when accessing the school computers. Students requesting a schedule change must adhere to the following timelines:

Full year courses:

- No changes, except for additions or correction of errors, will be permitted during the first six (6) school days of a full year course. After this time period, changes will be considered for the remainder of the first quarter.
- After the conclusion of the first quarter, any drop will result in a "W" being added to the report card and final transcript.
- No changes or drops will be permitted after the Friday of the first week of quarter three.
- If a student wishes to pursue a drop it will be strongly recommended that another course be added, if logistically possible and pending course availability.

Semester courses:

- No changes, except for additions or correction of errors, will be permitted during the first six (6) school days of a semester course. After this time period, changes will be considered for the next twenty (20) school days.
- After twenty-six (26) school days of the start of the course, any drop will result in a "W" being added to the report card and final transcript.
- No changes or drops will be permitted after the Friday of the first week of the second quarter of a semester course.
- If a student wishes to pursue a drop it will be strongly recommended that another course be added, if logistically possible and pending course availability.

Under no circumstances may parents/guardians or students request changes to a schedule to:

- Change teachers
- Change lunch periods (unless supported by medical documentation)
- Change to a more convenient and/or desirable period
- Group friends together in the same class

Academic Concerns:

Students demonstrating academic difficulty in a course may request to move from one level of a subject area to a different level. These changes must take place by the Friday of the first week of quarter three for a full year course or the Friday of the first week of the second quarter of a semester course. Students moved from one level of a subject to another level of the same subject will receive a final grade based upon performance in the course for which credit will be earned. Students may receive a "W" on the final transcript for the original course, following the guidelines listed above.

Full Year Courses	First Semester Courses	Second Semester Courses	Description
9/14/23	9/14/23	2/6/24	Schedule Change available on this date - Course changes or drops not reflected on transcript
11/10/23	10/14/23	3/12/24	This date forward - Course changes or drops result in a grade of "W" on transcript
2/3/24	11/18/23	4/13/24	Schedules changes no longer permitted on or after this date