

INSTRUCTIONAL ARRANGEMENTS:  
STUDENT SCHEDULES

EED  
(REGULATION)

TIME FOR  
DROPPING  
COURSES OR  
CHANGING  
SCHEDULES  
WITHOUT PENALTY  
AT THE HIGH  
SCHOOL LEVEL

Students may submit a request to drop a course or change their scheduled course with no consequences only during the first four (4) days of the semester. Student initiated requests for course changes must be submitted in writing.

An administrator, counselor, or teacher shall inform students of deadlines and requirements for dropping courses or changing schedules, as well as the ramifications of such a decision. Drops or changes occurring during the semester's four (4) day grace period will not be shown on the student's record.

CONSEQUENCES  
OF DROPPING  
COURSES AFTER  
FOUR DAY GRACE  
PERIOD

If a student requests to drop a course after the four (4) day grace period, he will receive no credit for the course. The course will count as one attempt with no credit awarded. The course will also be awarded the grade average as of the date of the official drop date and calculated in the grade point average and affect class rank.

ONLY ALLOWABLE  
CHANGES AFTER  
FOUR DAY GRACE  
PERIOD WITHOUT A  
PENALTY

The following list describes the situations in which students may drop a course change their scheduled course, after the four day grace period, without the grade penalty as previously described:

1. Student does not meet prerequisites for the course
2. Student is placed in an inappropriate level
3. Student needs a different class to graduate
4. Extenuating circumstances requiring administrator's approval. This approval must be in writing, submitted to the counselor and placed in the gray folder.

Approved:  
Jose Espinoza, Ed. D., Superintendent  
April 29, 2015

Board Committee Review: May 11, 2015