

ADD/DROP PROCEDURES 2023-2024

DROP-ADD PERIOD

It is important to note that withdrawing from courses that were selected by students and recommended and approved by faculty and/or school counselors is discouraged. Unless there has been an error, students will not be permitted to withdraw from any course until the Drop-Add Period has begun. The Drop-Add Period is during the second and third weeks of the school year. Once the Drop-Add Period is in effect, students must attempt to replace the course they drop with another course.

ADDING COURSES

Semester course: No entry after 15 school days from the start of course.

Full-year course: No entry after 20 school days from the start of course.

After the deadline, a review of extenuating circumstances will be held with the counselor/teacher/Director to determine placement.

DROPPING COURSES

Full-year course and Alternating day courses: When the drop occurs during the first marking period or within 5 school days of the first marking period report card posting to the parent portal, no penalty is imposed and there is no indication of the course on a student's transcript.

When the drop occurs after 5 days from the first marking period report card posting of a full-year course, and the student has a cumulative passing grade at the time of the withdrawal, a "withdraw passing" (WP) is to be indicated on the student's official transcript. If the student has a cumulative failing grade at the time of the withdrawal, a "withdraw failing" (WF) is to be indicated on the student's official transcript. WP or WF will not affect the grade point average. **No drops will be permitted after the completion of the second marking period of a full-year course.**

Semester course: When the drop occurs before the midpoint of the first marking period (fall semester course) or third marking period (spring semester course), no penalty is imposed and there is no indication of the course on a student's official transcript. After that date, WP or WF will be documented on the student's official transcript. **No drops will be permitted after the midpoint of a half-year course.**

Please Note:

- **Any student wishing to withdraw from an IB Program should refer to the IB Withdrawal Procedure in the IB section of the Curriculum Guide.**
- **An updated official transcript will be sent to colleges for senior students who have a change in schedule.**

LEVEL CHANGES

Full-year course: When the level change occurs during the first marking period or within 5 school days of the first marking period report card posting to the parent portal, grades will not follow a student nor be utilized in the final grade calculation. "New Student" (NS) may be utilized on the marking period 1 report card for the new course. The final course grades will be computed using marking period 2, marking period 3, marking period 4 and a final exam/Regents exam.

When the level change occurs after the date range listed above, the grade(s) will follow the student to the new course and be calculated into the final course grade.

No level changes are permitted after the midpoint of the course.