

POLICY NUMBER	POLICY SERIES			
4330	4000: Academic Services	EFFECTIVE DATE: 06/30/14	REVISION DATE: 06/24/14	PAGE: 1 of 1
SUBJECT: Add/Drop Period				

Policy Purpose: To define the Course Add/Drop policy at Applewood Christian School

Policy Information: Schedules are created according to student requests and students are expected to abide by their choices.

4330.1 Add/Drop Period. Student-initiated schedule changes will be permitted without penalty during the first two weeks of each semester only.

4330.2 Grading of a Dropped Course

4330.2.1 If a student withdraws from a course **before** the end of the designated Add/Drop Period, the course will not be considered in assessing the student's progress to their diploma or their cumulative Grade Point Average (GPA).

4330.2.2 If a student drops a course **after** the designated Add/Drop Period, a "Withdrawal F (WF)" will be given for that course. This grade will be calculated into the student's GPA as an F and will be recorded on the student's record.

4330.3 Process to Add/Drop a Course.

4330.3.1 Student must complete the Add/Drop Form.

4330.3.2 Submit completed form to Administration.

4330.3.3 Administration will review form, discuss and communicate decision to the student.

4330.3.4 Administration will communicate any scheduling changes with all teachers impacted by the enrollment change.

4330.4 Final Considerations. Final approval of changes is made at the discretion of the Administration. Consideration for approval of schedule changes shall be contingent upon, but not limited to, the following variables:

4330.4.1 The proposed change does not jeopardize credits or graduation requirements.

4330.4.2 A suitable substitute course is available/approved for each dropped course.

4330.4.3 The requested change does not negatively affect the required minimum number of students required to fund the course.

Signed by:

Board President Joseph Pooty

Date: 7-20-14

Board Secretary Nicholas Hunt

Date: 8-21-14