I. Deadline for Drop/Add After Labor Day

A. Full year courses will have a drop/add cut-off of September 30.
B. Half year courses will have a drop/add cut-off as follows:
   - Fall Semester: September 15
   - Spring Semester: February 15
C. If the drop/add date falls on a weekend date or a non-school day, the drop-add deadline is the next official school day.

II. Procedures for Drop/Add After Labor Day and Before the Deadline for Drop/Add

A. Student must complete a Drop/Add Request Form. (See IIE-E1)
B. Completed forms must be signed by the parent/guardian.
C. Teachers' signatures are recorded on the Drop/Add Request Form for the course being dropped and added. Signatures indicate acknowledgement that the drop/add process is taking place and that all books and materials have been returned.
D. Failure to return all books and materials will result in the denial of the drop/add request.
E. Counselors are responsible for entering class changes in the electronic student information system.

III. Drop/Add Procedure after Deadlines Specified in I.A. – I.C.

A. Extenuating circumstances will be reviewed on a case by case basis by the teacher and counselor, with the final decision resting with the principal.
B. Procedures as noted in II C. through II E. will be applied to students with extenuating circumstances.
C. Students requesting to drop a course not required for graduation will be withdrawn and receive a letter grade of F on the transcript.
D. A failing grade is not a reason for dropping a class. Students dropping a class after the drop/add deadline without an accepted extenuating circumstance will receive a letter grade of F on the transcript. The teacher of the dropped course will post a letter grade of F in the grade book before posting the grades for the marking period in which the drop occurs.

IV. Grades

A. The teacher of the replacement course will enter a mirror grade for the time during the current marking period in which the student was in the dropped course.
B. A withdrawal (W) may be issued for the course being dropped at the principal's discretion.