

CLASS DROP AND ADD PROCEDURE

Class changes, drops and adds, are all done in the Guidance Office. A class change is not complete until the student has received a copy of their new schedule from the guidance counselor doing the change.

The deadline for class changes and drops is **three** weeks from the start of the semester.

When dropping a class after **three** weeks, the student receives an **E** for the semester, unless there are extreme circumstances involved. Final determination of what defines extreme circumstances is decided by the building principal.

Class changes, after three weeks, for medical reasons or for positive educational reasons are done so without penalty.

Class changes, after two weeks, are not recommended due to the difficulty of making up two weeks, or more, of class work.