

Regulation

WITHDRAWAL FROM COURSES

Students who withdraw from a semester course prior to the start of the third week or from a yearly course prior to the start of the sixth week may do so only when the Request for Change Form has been completed by the parent, the teacher, the department head, the counselor, and the principal. There will be no penalty for such a withdrawal and students shall simply be deleted from the class roster.

Students who withdraw from either a semester course after the start of the third week or from a yearly course after the start of the sixth week may do so when the Request for Change Form has been completed by the parent, the teacher, the department head, the counselor, and the principal. For such withdrawals, a Withdraw Failing (WF) grade must be issued. The WF grade shall remain on the student's permanent record. The credit value for the course withdrawn from is added to the total credits attempted and zero (0) quality points are awarded just the same as any other "F". The student shall remain on the teacher's roster with a WF for a final grade.

Adopted:	November 20, 1986
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