



COURSE DROPS OR CHANGES

Course drops or changes must be made in the first two weeks of each semester.

Timetable change requests can be made the first two weeks of school. Students must make an appointment with a school counsellor to discuss course changes. After this deadline, students will be expected to complete all courses to the best of their ability.

At times, due to extenuating circumstances, students may request a course change after the deadline. In such circumstances, the following procedure will be followed:

- 1) Student must make an appointment with a counsellor to discuss extenuating circumstances for change request.
- 2) Counsellors will work with the student to complete a Course Drop Form. This form requires a parent/guardian signature.
- 3) The Course Drop Form will be submitted to a school administrator for consideration.
- 4) Parents will be contacted to discuss the course drop/change request.
- 5) If necessary, a Part-Time Student Form will also be completed in circumstances where the dropped course changes the student from a full-time to a part-time schedule. This will require a meeting with an administrator.

If a decision is made to drop or change a course after the first interim, the following procedure will be followed:

- 1) Student must make an appointment with a counsellor to discuss extenuating circumstances for change request.
- 2) Counsellors will work with the student to complete a Course Drop Form. This form requires a parent/guardian signature.
- 3) The Course Drop Form will be submitted to a school administrator for consideration.
- 4) Parents will be contacted to discuss the course drop/change request.
- 5) A "W" (withdrawn) will be used on the student's DVR to record the withdrawal from the course.
- 6) If necessary, a Part-Time Student Form will also be completed in circumstances where the dropped course changes the student from a full-time to a part-time schedule.

Grade 10	Minimum 8 courses (No spares)
Grade 11	Minimum 8 courses
Grade 12	Minimum 6 courses