

# VALLEY CHRISTIAN HIGH SCHOOL

## COURSE DROP REQUEST



1. The student must continue to attend class and do the course work until he/she receives notification that the request has either been approved or denied.
2. A student must always maintain a minimum number of academic courses (six for freshmen, sophomores, and juniors, five for seniors). Exceptions may be made for students in the Academic Support Program.
3. Students may drop a course during the first seven weeks of the semester with no record on the permanent transcript. Effective 2008, courses dropped during weeks eight to thirteen will result in a withdrawal "W" on the permanent transcript. Courses dropped after week thirteen will result in a failing "F" grade on the permanent transcript.
4. Students dropping from an honors version of a course to its regular component may do so even after seven weeks without an F, but will transfer their grade with them.

### **Step 1: To be Completed by Student/Parent(s)**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Current Grade Level \_\_\_\_\_ Course to be Dropped \_\_\_\_\_

Course(s) to be Added: First Sem = \_\_\_\_\_ Second Sem = \_\_\_\_\_

Why do you want to make this change?

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Student E-mail \_\_\_\_\_ Parent E-Mail \_\_\_\_\_

### **Step 2: To be Completed by Instructor**

Current Grade in Course \_\_\_\_\_ All work completed? \_\_\_\_\_

Does student's APTITUDE match student's EFFORT? \_\_\_\_\_

Instructor Approves? YES NO Signature \_\_\_\_\_

**Step 3: To be Completed by Counselor** Counselor Signature \_\_\_\_\_

Will dropping this course put this student below the minimum? \_\_\_\_\_

Will dropping this course jeopardize the student's credit accumulation? \_\_\_\_\_

Will this course be repeated at a later date? \_\_\_\_\_ If so, when? \_\_\_\_\_

*Please submit completed form to the Registrar (Mrs. Gardner). Continue to attend class and do the course work until you receive notification that the drop request is either approved or denied.*

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Registrar \_\_\_\_\_ Date \_\_\_\_\_