

ADD/DROP REQUEST FORM

Student Name (Last, First): _____ Date: _____

WYIS email: _____@students@wyischina.com

ADD POLICY

Students may add courses only during the first two weeks of a semester. Students may drop a course only within the first four weeks of a semester without the semester grade resulting in an "F," unless the department principal grants permission.

DROP POLICY

- First four weeks of the semester: No record or grade
Week five through end of quarter: Grade recorded, no effect on GPA
After the quarter: One of the following grades:
WP – withdraw passing, no effect on GPA
WF – withdrawal failing, counts as an "F" on GPA

LOAD REQUIREMENTS

Students in grades 9-12 are required to take at least six courses per semester. If students wish to pursue other options, this must be done in consultation with the College and Career Counselor. This is then subject to approval by the department principal.

REPEATING A COURSE

Students may choose to repeat a course in which they have received an unsatisfactory score. Only the second score will be counted toward the GPA. However, students should be aware that the student transcript will reflect all courses a student has taken.

PROCEDURE

1. Discuss the change with parent/guardian, and obtain their written permission on the form.
2. Obtain signature of the course instructor on the Add/Drop Request Form.
3. Submit form to receive approval from the principal. Student must have all other signatures before submitting to the principal.
4. Await a confirmation email that the request has been approved.

Students must continue to attend scheduled classes until they have received notification that the Add/Drop Form has been approved.

Add/Drop	Course	Teacher Signature

Brief reason for course change: _____

Parent Signature: _____ Date: _____