



ADMINISTRATIVE PROCEDURE 6238 WITHDRAWAL FROM CLASS – HIGH SCHOOL

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to the withdrawal of a student from a class.

PROCEDURE

1. A student withdrawing from the class prior to the completion of the course requirements during the first eleven (11) weeks will be dropped from the class and receive no credit. After the eleventh week a student withdrawing from a class shall receive a grade of "F."
2. The "eleventh week" will be defined as two weeks after the end of the first quarter reporting period. In fact, the "eleventh week" could be the twelfth week if the first quarter reporting period is ten weeks long because of the calendar of that semester. The actual date will be confirmed via e-mail or memo from the Office of Academics, Director of Curriculum and Instruction.
3. The record of a student who withdraws from a class by the eleventh week because he/she will earn an "F" due to failure to meet the attendance requirements will be dropped from the class without penalty, provided the student continues to be enrolled in the minimum number of classes. The student will earn an "F" if he/she withdraws after the 11th week, regardless of what the actual grade was at the time of withdrawal.
4. A student who withdraws to transfer to another school after the eleventh week would receive a transfer grade reflecting the student's progress to date (no credit would be assigned). It is recommended that the registrar from the leaving school record transfer grades in the comments section of the transcript. Transfer grades should be removed from the record by the enrolling school after teachers have been notified of the transfer grades.
5. A student who withdraws from school, but does not transfer to another school will have a record of the withdrawal grades in the comments section of the transcript.
6. A student who is accepted to AUDIT a class must do so prior to the eleventh week.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to give consistency to the process of withdrawal from a class.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
		Adopted as an Accepted Practice
05/15/2009	1.0	Revised Accepted Practice
11/01/2011	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised: converted to Administrative Procedure