

## **Add/Drop/Withdraw Policy (updated August 2013)**

### **Rationale**

*Spring Valley Academy seeks to have students enrolled in courses that align with their interests and graduation requirements. Thus this policy is in place to allow students to add/drop and withdraw from courses.*

### **Add/Drop/Withdraw from a course:**

Students will be granted the request to add/drop/withdraw from a course at the discretion of the registrar and curriculum chair.

### **Add/Drop:**

Add/Drop (without transcript reflection): Students may add/drop classes within the first 5 days from a block class and within the first 10 days from a non-block class each semester and be assigned to another class or study hall by the registrar.

### **Withdraw:**

Student-initiated withdrawal (with transcript reflection): Students may initiate withdrawal from a course after the first 10 days and until the end of second week for a block class and end of fifth week for a non-block class of each semester. They will receive a WP (60% -100% average) or WF (0% - 59% average). This will be reflected on the transcript, but will not affect the grade point average.

Teacher-initiated withdrawal (without transcript reflection): Teachers may initiate a student withdrawal, when the student has not demonstrated the basic skills needed to aid in successful completion of the course. This will not be reflected on the transcript. The deadline to have a teacher-initiated withdrawal is the end of the fifth week of each semester.

### **To add, drop or withdraw, students must complete the following process:**

*All requests must be submitted to the registrar*

#### **To add/drop -**

- Obtain verbal/written permission from parents. This can be received via phone, face-to-face, email or hand written.

#### **To withdraw -**

- Obtain a withdraw form from the registrar.
- Obtain necessary signatures from parents.
- Return the form to the registrar before the deadline to withdraw.

***\*\*\*Note: The students are not officially added, dropped or withdrawn from a course until their status is altered on the course roster.***