

Schedule Changes and Class Drop Policy

Students are required to take a minimum number of academic credits each school year, as defined in the Course Selection Guide. The student course load includes both required and elective courses, and can include classes at North Olmsted High School, Polaris Career Center, or other educational options such as Post Secondary Education. Students schedule their classes with the support of teachers, counselors, administrators, and parents during the registration period. Much time is taken to make certain the decisions made during the registration period are in the best academic interest of the student. Students are urged to choose their class schedule carefully and thoughtfully, and to seek assistance as needed.

Students are given opportunities to review and make changes in their schedules before they are submitted. The student schedule becomes official once it is entered and accepted into the Master Scheduling System. Any changes to schedules have a serious impact on class size, teaching assignments, and the overall operation of the academic program of North Olmsted High School. Students and parents should not plan a schedule with the idea it can be changed, because as a rule, it will not be changed.

Once a schedule is submitted and accepted, it can only be changed without academic consequences under the following circumstances:

- 1: Academic misplacement as determined and initiated by the teacher
- 2: A graduation requirement is needed
- 3: Failure in a prerequisite class
- 4: Study Hall is dropped to add a class
- 5: A technical error or an obvious mistake
- 6: A health issue, requiring documentation by a physician

A student who withdraws from a class for any reason not indicated above and/or not agreed upon by the NOHS Administration will receive a grade of F for the duration of the class. The grade of F will be indicated on all school transcripts, and will be calculated into the grade point average of the student. This policy applies for both first and second semester. Year-long classes cannot be dropped at the semester.

A student who wishes to drop an academic course (including Honors and Advanced Placement) must complete the Schedule Change Request form (from Guidance) and obtain teacher, guidance, and parent signature. Once the form is complete, it is turned into NOHS Administration for final decision. If the reason for the change is not from the approved list above, the resulting grade will be a failure for the duration of the class.

Note: Courses must have and maintain appropriate student enrollment to be offered. The North Olmsted High School Administration reserves the right to make changes to classes as a result of enrollment concerns.

| <u>HIGH SCHOOL GRADUATION REQUIREMENTS</u> | | <u>COLLEGE ENTRANCE REQUIREMENTS</u> | |
|---|-----------|---|---------------|
| English | 4 credits | English | 4 credits |
| Mathematics | 3 credits | Mathematics | 3 - 4 credits |
| Science | 3 credits | Science | 3 - 4 credits |
| Social Studies | 4 credits | Social Studies | 3 - 4 credits |
| Health/PE | 1 credit | Foreign Language | 2- 3 credits |
| Electives | 6 credits | Fine Arts | 1 credit |
| (1 credit must be Foreign Language/ Fine Arts or Business) | | | |
| Total Credits Needed to Graduate 21 credits | | | |